

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY SIGNAL CENTER OF EXCELLENCE
Fort Gordon, Georgia 30905-5000

USASCoE Regulation
No. 15-1

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Boards, Commissions, and Committees
OFFICER STUDENT EVALUATION BOARDS

Summary. This regulation prescribes the practices to be followed for the conduct of Officer Student Evaluation Boards.

Applicability. This regulation applies to all officer/warrant officer students attending resident courses at the U.S. Army Signal Center of Excellence (USASCoE).

Supplementation. Supplementation of this regulation is prohibited unless specifically approved by the Commander, USASCoE.

Administrative note. The words “he, his, him, or her” as used in this publication are intended to include both the masculine and feminine genders.

Suggested improvements. The proponent of this regulation is the Directorate of Training (DOT). 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, USASCoE, 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.

Availability. This regulation is only available on the USASCoE publications website at www.gordon.army.mil/dhr/DocMgt/docmgt.htm.

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* This regulation supersedes USASC&FG Regulation 15-1, March 2004.

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1. **Purpose.** To establish policies and procedures for the administration and conduct of mandatory Student Evaluation Boards for officers/warrant officers failing to meet the standards for graduation as specified in the respective course syllabus and/or Student Evaluation Plan (SEP). This regulation implements the provisions of Army Regulations (AR) 135-175 and 600-8-24 and USASCoE Regulation 350-5. Except as specifically provided herein, a failure to adhere to the provisions of this regulation will not confer any benefit, right, entitlement, or privilege on any individual. USASCoE 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 USASCoE. All Officer Boards must be approved to convene by the convening authority: Director, Directorate of Training (DDOT).

b. The student's chain of command will manage the cases of student misconduct not involving academic or leadership deficiencies in accordance with (IAW) USASCoE 350-8 and not by the Student Evaluation Board 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, *Procedure for Investigating Officers and Boards of Officers.*
- b. AR 135-175, *Separation of Officers.*
- c. AR 350-1, *Army Training and Leader Development.*
- d. AR 623-3, *Evaluation Reporting System.*
- e. AR 600-8-24, *Officer Transfers and Discharges.*
- f. DA Form 1045, *Army Ideas for Excellence Program (AIEP) Proposal.*
- g. DA Form 1574, *Report of Proceedings by Investigating Officer/Board of Officers.*
- h. DA Form 2028, *Recommended Changes to Publications and Blank Forms.*
- i. DA Form 4856, *Developmental Counseling Form.*
- j. FG Form 1203-R-E, *Action Summary.*
- k. TRADOC Regulation 350-10, *Institutional Leader Training and Education.*

l. USASCoE Regulation 350-5, *Academic Practices*.

m. USASCoE Regulation 350-8, *Dismissal of Officers, Warrant Officers, Warrant Officer Candidates and Enlisted Students*.

4. **Authority.**

a. The USASCoE Commanding General (CG)/Commandant designates the DDOT as the convening authority for Officer Student Evaluation Boards, referred to hereafter as 'Board(s)'. Boards will convene at his direction to consider the cases of officers who fail to meet course requirements as specified in the respective course syllabus. See abbreviated Board process at Appendix A.

b. The Commandant IAW AR 600-8-24, paragraphs 2-37 and 2-38, may approve and disapprove board cases involving probationary officers for relief from active duty and discharge (except for United States Army Reserve [USAR] and Army National Guard United States [ARNGUS] officers).

c. Misconduct that warrants dismissal from training will be processed IAW USASCoE Regulation 350-8. (This action is separate from an involuntary separation action, which will be processed IAW AR 135-175 and/or AR 600-8-24).

5. **Responsibilities.**

a. **Commander, USASCoE.**

(1) Is the General Court Martial Convening Authority (GCMCA) at USASCoE.

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

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

(4) Is the Commandant for all schooling at USASCoE?

(5) Is the approval authority for Board actions?

(6) Is the appeal authority for decisions to dismiss officers from training for misconduct unrelated to academic or leadership failure?

b. **Commandant, Leader College of Information Technology (LCIT).**

(1) Subject to the jurisdiction retained by the CG, the Commandant, LCIT retains adverse administrative action, nonjudicial punishment, and uniform code of military justice (UCMJ) authority over students assigned to 442d Signal Battalion.

(2) Is the initial approval authority for the dismissal of officers from training for misconduct unrelated to academic or leadership failure. (This action is separate from an involuntary separation action, which will be processed IAW AR 135-175 and/or AR 600-8-24.)

(3) Ensures a Board packet with required documents (Appendix B) is provided to DDOT for initiating Board action.

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

(5) Ensures the academic and leadership requirements of all officer courses are incorporated into the course syllabus/SEP/standing operating procedures (SOPs).

(6) Through a senior officer mentorship program, establishes aggressive student counseling/evaluation/training programs to provide assistance 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.

(7) 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.

c. Commander, 442d Signal Battalion.

(1) Subject to the jurisdiction retained by the CG and the Commandant, LCIT and the Battalion Commander retains adverse administrative action, nonjudicial punishment, and UCMJ authority over students assigned to the 442d Signal Battalion.

(2) Allegations of officer misconduct will be reported to the Commandant, LCIT and the Director, School of Information Technology (SIT), if the officer is a student in a SIT conducted course. The report will include all relevant evidence and the student's complete training file, together with appropriate recommendations for disposition.

(3) Recommendations that an officer be dismissed from training for misconduct unrelated to academic or leadership failure will be forwarded through the Director, SIT if the officer is enrolled in a SIT course; otherwise the action will go directly to the Commandant, LCIT. (This action is separate from an involuntary separation action, which will be processed IAW AR 135-175 and/or AR 600-8-24.)

(4) Forwards to the Commandant, LCIT the recommendation for officers requiring a Board for failure to meet academic and/or leadership requirements as outlined in the course syllabus/SEP.

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

(6) In the event of Board action, ensures students are retained in class until the CG takes final action or class graduation, whichever occurs first.

(a) Exceptions which warrant possible withdrawal of students from training, pending Board action, are for revocation of their security clearance, for being disruptive to training, having discipline problems, or having profiles that prevent them from performing critical job tasks.

(b) Recommendations for withdrawal, pending Board action, will be processed in memorandum format with all supporting evidence attached from the first line instructional leader. This leader has several names depending on affiliation in his/her school: Instructor, Instructor/SGL, or Instructor/TAC, or Instructor/ACE. The recommendation will be processed through the appropriate training division chief of the 442d Signal Battalion or the SIT.

(c) Withdrawal of the student from training, pending Board action, is not an adverse or punitive action, and it is not equivalent to dismissal from the course.

(7) Academic, testing, and counseling requirements will be specified in the course syllabus/SEP, as they pertain to the initiation of Board action.

d. Instructor/SGL/Senior Small Group Leader (SSGL)/Instructor/TAC, or Instructor/ACE and appropriate training branch and division chief of the 442d Signal Battalion or the SIT.

(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/SEP, 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/SIT Director, whichever is appropriate. 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 Director, SIT, if the referred student is enrolled in a SIT course, then through the Commander, 442d Signal Battalion and the Commandant, LCIT to DOT/Program and Records Section (PRS) for processing.

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

e. **Director, SIT.**

- (1) Is advised of all disciplinary actions regarding SIT students.
- (2) Reviews Board packet for student officers enrolled in SIT courses.
- (3) Makes a determination whether student in SIT should be boarded or retained in training.
- (4) Forwards to the Commandant, LCIT the recommendation for officers requiring a Board for failure to meet academic and/or leadership requirements as outlined in the course syllabus/SEP.
- (5) Monitors all officer students to determine those students who have a high risk of failing their respective course(s).
- (6) In the event of Board action, ensures students are retained in class until the CG takes final action or class graduation, whichever occurs first

f. **DDOT.**

- (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, USASCoE to the CG for approval. Boards will be appointed annually unless otherwise directed by the CG.
- (4) Reviews/takes action on initial Board referrals.
 - (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 PRS, DOT for preparation of the convening action (see Figure 1). If the student is retained in training without Board action, the DDOT will recommend to the Commandant, LCIT 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, PRS forwards to the DDOT a convening action for signature. The DDOT returns the convening action and referral packet to the Chief, PRS for processing.

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

(e) After reviewing the Board's findings and recommendations, the record of proceedings, and the DA Form 1574, the DDOT forwards a Fort Gordon Form 1203 with the Board packet through the LCIT Commandant 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 DDOT's memorandum to the Commandant 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.

g. **Chief, PRS, DOT.**

(1) Prepares the Action of the Convening Authority (DDOT's action) (see Figure 1).

(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).

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

(5) Initiates memorandum for appointment of Recorder (Figure 2).

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

(8) Prior to the Board meeting, makes 5 copies of the referral packet for the Recorder to distribute IAW paragraph 5h(1)(a) (1-Recorder, 1- Respondent, 3-Board Members, to include the President). After the Board meeting, makes disposition of copies IAW 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 DDOT memorandum of recommendation for the CG.

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

h. **Recorder.**

(1) Appointment.

(a) Receives appointment and initial briefing by the Chief, PRS. 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.

(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 USASCoE, 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 any alternate members of the date, time, place, and uniform for the Board.

(h) Coordinates with the Chief, PRS 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 that 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 that the Board members sign a completed Findings and Recommendations Worksheet (see Figure 6) at the conclusion of the hearing and before they depart 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 members' signatures on the Report, and the President's signature on the summarized transcript (see Figure 7).

(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 C), to the Chief, PRS, **not later than three full duty days** after the Board adjourns.

i. **Respondent.**

(1) Will receipt for the Memorandum of Notification of Student Evaluation Board Action immediately upon receiving it from the Recorder (see Figure 3). 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) may be completed with the assistance of counsel.

(3) Will personally deliver to the Recorder an Election of Rights/Privacy Act Statement (see Figure 4) **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 DDOT 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 DDOT may approve or disapprove the request for delay; there is no right to appeal the decision of the DDOT.

(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 USASCCoE 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.

j. **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 IAW 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 DDOT for approval or disapproval; the decision of the DDOT 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.

k. 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 members' 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 DDOT to ensure that the recommendations are supported by the findings and the action is legally sufficient.

6. 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 DDOT.

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.

7. 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), etc). 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 USASCCoE 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.

8. Conduct of Boards.

a. The PRS, DOT administers the Board process.

b. Guide for Student Evaluation Boards.

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

(2) Reports. 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.

(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 Commandant makes his decision, and the Respondent will be notified of the decision by the Commandant, LCIT.

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 nongraduate 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 IAW 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 IAW 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 IAW AR 600-8-24, as appropriate.

(4) Whether the student should be returned to his prior enlisted grade (for warrant officers); and/or

(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.

9. Processing of the Findings and Recommendations.

a. The Chief, PRS ensures that the Recorder provides a typed summary of the Board proceedings, all forms at Appendix B, 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, PRS forwards the entire packet to the DDOT, with a maximum processing time of **two full working days**.

c. The Chief, PRS forwards the packet to the Commandant, LCIT 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 DDOT **within two full working days**.

d. After review for completeness, the Chief, PRS provides the DDOT 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 DDOT, PRS **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 DDOT for distribution.

f. The DDOT **immediately** delivers the packet to the Chief, PRS for distribution, as determined by the CG's decision on the packet. The Chief, PRS **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 DDOT/PRS 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 or Director, SIT whichever is appropriate, and the original case file will be forwarded to the Commandant, LCIT. 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 or Director, SIT whichever is appropriate. A copy will be forwarded to the Commandant, LCIT. 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 A for the abbreviated Board process.

<p>ACTION OF THE CONVENING AUTHORITY</p> <p>The recommendation of the Commandant, LCIT 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 15-1, as applicable. Authority to convene a Student Evaluation Board was delegated by the CG to the Director, Directorate of Training on 23 October 2009.</p> <p style="text-align: right;">XXXXX Colonel, SC Director, Directorate of Training</p> <p>_____</p> <p>Date</p>

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 Mr/Mrs. _____, Programs and Records Section, RTMB, TMD, DOT, Building 29808, extensions 2291, for time of briefing and further instructions.
 - g. Distribution: 5-individual concerned; 2-SJA; 2-Trial Defense Service; 1-Mr/Mrs. _____, Programs and Records Section, RTMB; 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 Mr/Mrs. _____, extension 791-2291.

XXX
Chief, Programs and Records 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

ATZH-DT (351j)	DATE
MEMORANDUM FOR _____, Fort Gordon, GA 30905-_____	
SUBJECT: Memorandum of Notification of Student Evaluation Board Action	
<p>1. References:</p> <p style="margin-left: 20px;">a. Assignment Memorandum No. __, DATE, Headquarters, U.S. Army Signal Center of Excellence, Fort Gordon, Georgia.</p> <p style="margin-left: 20px;">b. AR 600-8-24.</p> <p style="margin-left: 20px;">c. USASCoE Regulation 15-1.</p> <p>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 _____.</p> <p>3. The following witnesses are expected to testify.</p> <p style="margin-left: 20px;">a. Name, Unit, Duty Telephone Number.</p> <p style="margin-left: 20px;">b. Name, Unit, Duty Telephone Number.</p> <p>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.</p> <p>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.</p>	
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 USASCCoE Regulation 15-1.
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 USASCCoE Regulation 15-1.
8. I have retained a copy of this statement/privacy act.

Encls

XXXXX
_____, SC
Unit

Data Required by the Privacy Act of 1974
(5 USC 552a)

AUTHORITY: 5 USC 301 and 10 USC 3013

PURPOSE: Information provided is used by the Student Evaluation Board, the convening authority, and the Commandant 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)

ATZH-DT (351j)	DATE
MEMORANDUM FOR STUDENT	
SUBJECT: Referral of Respondent	
<p>1. Reference Assignment Memorandum No. _____, DATE, 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 15-1.</p>	
FOR THE COMMANDER:	
<p style="text-align: right;">XXXXX Admin Officer</p>	

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 nongraduate.

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

ABBREVIATED OFFICER STUDENT EVALUATION BOARD PROCESS
(Para 4a)

Packet/Board Preferred Timeline	Action Number	Action(s)
As required	1.	Counsel the failing student IAW requirements in course syllabus.
Day 1	2.	When academic requirements are not met IAW course syllabus/ SEP, initiate Board packet (Appendix B) and refer student to Board, using the process in this regulation.
Day 2	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 442d Battalion Commander.
Day 2	5.	The Battalion Commander makes the third recommendation and forwards the Board packet to the Commandant, LCIT.
Day 3	6.	The Commandant, LCIT concurs and ensures the Board packet is hand carried to PRS, DOT for the scheduling of the Board. If the Commandant, LCIT nonconcur, the Board packet is returned without action to the 442d Signal Battalion Commander.
Day 4	7.	PRS obtains written approval from DDOT 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.	PRS 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. PRS 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 PRS for inclusion in the Board packet.

Packet/Board Preferred Timeline	Action Number	Action(s)
Day 10 – 15	11.	The Recorder notifies all Board members, obtains the names of, and notifies any witnesses, of the date, time, place, and uniform for the Board.
Day 10 – 15	12.	PRS 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 IAW 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 C).
BD +4	16.	PRS assembles the Board Packet with all original documents, to include those listed in Appendices A and B, and forwards the packet thru DDOT to the Staff Judge Advocate (SJA) for review.
BD +6 & 7	17.	SJA calls DOT/PRS to pick up the Board packet, which DDOT/PRS immediately hand carries to LCIT for comment. LCIT calls DOT/PRS to pick up the Board packet; DOT/PRS 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/PRS will immediately distribute copies IAW this regulation.
BD +8	19.	LCIT Commandant 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 B

INITIAL LCIT STUDENT EVALUATION BOARD PACKET LISTING

INDEX

1. Recommendation of Commandant, Leader College of Information Technology.
2. Recommendation of the 442^d Signal Battalion Commander/Director, School of Information Technology.
3. Recommendation of Course Manager/Division Chief.
4. Recommendation of SGL/TAC Officer/ACE.
5. TAB A – Student background information sheet.
6. TAB B – Student academic record.
7. TAB C – Diagnostic reading scores (if available).
8. TAB D – Army physical fitness test (APFT) score card.
9. TAB E – Counseling statements (DA Form 4856) arranged in chronological order, the most recent, first, to the oldest, last.
10. TAB F – Assignment Orders to Fort Gordon.
11. TAB G – Autobiography of student.
12. TAB H – Syllabus/SEP.
13. TAB I – Any additional evidence.

APPENDIX C

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**ACRONYMS**

ACE	Academic Counselor Evaluator
AIEP	Army Ideas for Excellence Program
APFT	Army physical fitness test
AR	Army regulation
ARMIS	Army Records Information Management System
ARNGUS	Army National Guard United States
ATTN:	attention
CPT	Captain
CG	Commanding General
DA	Department of the Army
DDOT	Director, Directorate of Training
DOT	Directorate of Training
e.g.	for example
Enclos	Enclosure
etc	et cetera
FOUO	For Official Use Only
GA	Georgia
GCMCA	General Court Marital Convening Authority
IAW	in accordance with
IOC	Installation Operations Center
LCIT	Leader College of Information Technology
NLT	not later than
No.	number
OSJA	Office of the Staff Advocate
para	paragraph
PCS	permanent change of station
POC	point of contact
PRS	Programs and Records Section
RTMB	Resident Training Management Branch

SC	Signal Corps
SEP	Student Evaluation Plan
SGL	Small Group Leader
SIT	School of Information Technology
SJA	Staff Judge Advocate
SOP	standing operating procedure
SSGL	Senior Small Group Leader
TAC	Tactical Advisor Counselor
TDY	temporary duty
thru	through
UCMJ	uniform code of military justice
USAR	United States Army Reserve
USASCoE	United States Army Signal Center of Excellence
VOCO	verbal orders of the commander/commanding officer

TERMS

Admin Law: Administrative and Civil Law Division, OSJA.

Battalion Commander: Commander, 442^d Signal Battalion.

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

Brigade Commander: Commander, 15th Regimental Signal Brigade.

CG: Commanding General, USASCoE Commandant.

Commandant: Commandant, LCIT, as stated.

Company Commander: Commander, Company B/C, 442d Signal Battalion.

Convening Authority:

- a. Commander, USASCoE for UCMJ action and boards convened UP AR 600-8-24.
- b. DDOT for boards UP USASCoE Regulation 15-1.

Director, School of Information Technology (SIT): Responsible for Functional Area 53, Functional Area 24, and Warrant Officer Course academics.

Division Chiefs: Division heads of LDD, PDD, IDMD, IAD, and NMD, as appropriate.

Nonprobationary:

- 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)).

5 November 2009

USASCoE Regulation 15-1

(ATZH-DT)

FOR THE COMMANDER:

OFFICIAL:

/original signed/
GARY M. GRIGGS
Colonel, GS
Chief of Staff

GWENDOLYN GARFIELD
Director Human Resources
/Adjutant General