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Training  
**ACADEMIC POLICY AND PROCEDURE**

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**CHAPTER 1  
ACADEMIC POLICIES AND PROCEDURES**

**1-1. PURPOSE.**

a. The purpose of this regulation is to prescribe academic policies and procedures for resident and all Officer Education System (OES) course students, (BOLC II) (see appendix A) at the United States Army Field Artillery School (USAFAS), Fort Sill, Oklahoma.

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This publications supersedes USAFCOEFS Reg 350-4, 18 July 2007

b. The guidance provides a framework for instructors, faculty members, and commanders to use as a reference, but does not prohibit flexibility when considering the future potential of a student.

**1-2. APPLICABILITY.** This regulation is applicable to resident students enrolled in courses of instruction, subordinate units, directorates, and organizations within USAFAS. This regulation is supplemented by Noncommissioned Officer Academy, and the 428th FA Bde's Standing Operating Procedures (SOP).

**1-3. REFERENCES.** See appendix B

**1-4. ACADEMIC POLICY.**

a. Standards.

(1) Students enrolled in any course of instruction must achieve an average final grade of 70 percent in each graded module; a "Go" in all Go/No Go events; and a "Pass" in all Pass/Fail events in order to graduate. Field Artillery Captains Career Course (FACCC) students must achieve a "Go" on 80 percent of the Warrior Communication and Skill requirements. Field Artillery Basic Officer Leader Course Phase III (FA BOLC III), students must achieve a minimum of 70 percent in all three blocks of instruction: the Fire Direction Block, the Fire Support Block, and the Platoon Leader Block; and achieve an overall average of at least 70 percent. JFOC students (JACI See appendix C) must achieve 80 percent on the final written exam, "GO" on the final check ride, and a "GO" on four of the six simulations.

(2) Students enrolled in correspondence courses in a nongraduate pending status must achieve a minimum of 70 percent in each correspondence course or subcourse. The responsibility for monitoring performance on correspondence courses remains with the training battalion administering the course.

b. Academic Briefing. All students will receive a briefing on academic policies and procedures within the first week of class. The briefing will cover at a minimum:

- (1) DA Form 1059 (Service School Academic Evaluation Report).
- (2) Faculty Board procedures.
- (3) Academic requirements for graduation.
- (4) Honor Code.
- (5) Retest Policy.
- (6) Class attendance policy.

c. Graduation Policy.

(1) Students who attain the academic standards outlined in this regulation will be declared graduates of the course in which they are enrolled.

(2) Students relieved from a course of instruction for lack of motivation, academic, disciplinary, leadership, and/or physical training reasons cannot enroll in the same course in the future without approval of the Commandant USAFAS; the commandant may delegate this responsibility to the Assistant Commandant, USAFAS.

(3) Students failing to meet minimum standards on the Army Physical Fitness Test (APFT) are administratively handled in accordance with AR 350-1 and 600-8-2. OES students are administratively handled in accordance with the Memorandum for Distribution, 10 August 06, and signed by Deputy Chief of Staff LTG James J. Lovelace.

(a) FA BOLC III students who fail the final record APFT for graduation will have one additional opportunity, no earlier than 7 days from the APFT that was failed, to pass the APFT. If a student fails the additional APFT, he/she will not participate in the graduation ceremony. In addition, the failure will be annotated on their DA 1059; they will receive a "marginally met course standards" rating and the failure will be annotated in the remarks column. They will PCS to their follow-on assignment without their diploma or DA Form 1059. The student has 90 days from the graduation date to have the first O5 in his/her chain of command to submit paperwork showing they have met APFT standards. Then, their DA Form 1059 will be forwarded to them and the Academic Records Department (ARD). If after 90 days they still do not meet requirements, the reviewing officer for the DA Form 1059 (usually the Cdr, 1<sup>st</sup> Bn, 30<sup>th</sup> FA) will annotate on the DA Form 1059 comments that reflect a repetitive failure, stating the student still has not met requirements. Then, the DA Form 1059, and diploma will be forwarded to the Soldier and the Academic Records Department.

(b) Unit will process students who cannot take the APFT due to medical profile in accordance with AR 350-1, para 3-9.

(c) Members of other military departments must meet their service's physical fitness standards when attending an Army course of instruction at the USAFAS.

(d) International Military Students are not required to meet Army physical fitness and weight standards.

(4) Students failing to pass the height/weight screening are handled as follows:

(a) During the initial height/weight screening if a student is determined to be out of compliance with AR 600-9, unit will flag them and enroll them in the Army Weight Control Program until they become in compliance with AR 600-9.

(b) The unit will enroll initial military training (IMT) students, identified as overweight in the course, but process them IAW AR 600-9. Students who meet their body fat composition standard prior to graduation will proceed to their next unit. Records of their enrollment in and removal from the Weight Control Program will be transferred to their gaining command IAW AR 600-9, paragraph 21m, and maintained in the individual's Military Personnel Record Jacket (MPRJ).

(c) FA BOLC III students who fail the height/weight for graduation will have one additional opportunity, no earlier than 7 days from the height/weight that was failed, to pass. If a student fails the additional height/weight, he/she will not participate in the graduation ceremony. In addition, the failure will be annotated on their DA Form 1059; they will receive a "marginally met course standards" rating and the failure will be annotated in the remarks column. They will PCS to their follow-on assignment without their diploma or DA Form 1059. The student has 90 days from the graduation date to have the first O5 in his/her chain of command verify he/she has met the Height/Weight standards. Their DA Form 1059 will be forwarded to them and Academic Records Department (ARD). If after 90 days they still do not meet requirements, the reviewing officer for the DA Form 1059 (usually the Cdr, 1<sup>st</sup> Bn, 30<sup>th</sup> FA) will annotate on the DA Form 1059 comments that reflect a repetitive failure, stating the student still has not met requirements. The DA 1059 and diploma will be forwarded to the Soldier and the Academic Records Department.

(d) The unit will place BOLC II graduating students who do not meet the height/weight requirements of AR 600-9 on the Army Weight Control Program pursuant to AR 600-9, chapter 3, while continuing to complete BOLC III.

d. Early Release. Due to compassionate, emergency, or other reasons, the unit may release a student prior to the official course end date. They may be declared a graduate if they pass all graded events or demonstrate competence in the course material to the satisfaction of the commanders(s) concerned. The student must complete at least 90 percent of the course. The Course Convening Authority (CCA) (see appendix D) will determine the student's disposition.

(1) Requests for early release are processed through the chain of command.

(2) Coordination for graduation is processed through the Instructional Battery after the request has been approved.

(3) The Marine Corps Artillery Detachment Commander will initiate the request.

(4) The Chief, International Student Division (ISD) will submit requests for international military students to the Regimental Commander, following coordination with the instructional battalion(s) concerned.

(5) If a FA BOLC III student has not met all graduation requirements but requests an early release due to state recall, hardship recycle, or other reasons, then they will be

processed in the same manner. The Cdr, 428<sup>th</sup> FA Bde is the approving authority of these types of early releases. In the case of a state recall the student must have a memorandum from his/her AR/NG unit stating the reason for state recall. In the case of a request for hardship recycle, the student must create a memorandum on their behalf stating the reasons for the request.

e. Graduation Documents.

(1) Diploma. A diploma is awarded for completion of a two-week or longer course, unless a FA BOLC student does not meet APFT and/or height/weight requirements as stated in para(s) 1-4, 3a, and 4c.

(a) The manner in which diplomas are awarded will be determined by the training battalion. Formal graduation ceremonies will be held upon the approval of the Cdr, 428<sup>th</sup> FA Bde, or the Assistant Commandant. Diplomas will be presented at the graduation ceremony with the top 20 percent receiving their diplomas in standing order and the remaining receiving theirs in alphabetical order.

(b) Diplomas will be annotated reflecting academic honors, if applicable.

(2) Forms. DA Form 1059 will be given to the students at the completion of the course; unless student does not meet APFT and/or height/weight requirements as stated in para(s) 1-4, 3a, and 7b.

(3) Certificate of Completion. A certificate of completion is awarded for completing a course less than 2 weeks long.

(4) Certificate of Attendance. A certificate of attendance is authorized for international military students who do not successfully complete the course of instruction.

f. Commendation Letters. Letters of commendation signed by the Cdr, 428<sup>th</sup> FA Bde, are presented to distinguished and honor graduates for selected courses.

g. Recognition of Academic Excellence.

(1) The evaluation plan for FACCC awards the following levels of proficiency: Distinguished Honor Graduate, Honor Graduate, Master Warfighter, International Distinguished Honor Graduate, Master Fire Supporter, Master Gunner, Commandants List.

(a) Distinguished Honor Graduate. A distinguished honor graduate is a student, who achieves the highest cumulative grade point average at course end, passes the APFT with a minimum of 80 points in each event, meets the Army height/weight standard in accordance with AR 600-9, is recommended by a Small Group Leader (SGL), and does not score below a 70 percent on any graded event.

(b) Honor Graduate. This designation is awarded to those students who finish the course in the top 5 percent of the class, or achieve a 95 percent grade point average, pass the APFT with a minimum of 80 points in each event, meet the Army height/weight standard in accordance with AR 600-9, are recommended by a Small Group Leader (SGL), and do not score below a 70 percent on any graded event.

(c) Master Warfighter. This designation is awarded to those students who have achieved a minimum of 90 percent grade in each POI Block, pass the APFT with a minimum of 90 points in each event, meet the Army height/weight standard in accordance with AR 600-9, are recommended by a Small Group Leader (SGL), and do not score below a 70 percent on any graded event.

(d) International Distinguished Honor Graduate. This designation is awarded to the International student who graduates with the highest cumulative grade point average, does not score below a 70 percent on any graded event, is recommended by a Small Group Leader (SGL), and gains concurrence from the Director of the International Student Division (ISD).

(e) Master Fire Supporter. This designation is awarded to the student who achieves the highest cumulative grade point average for the Fire Support and COIN Blocks, passes the APFT with a minimum of 80 points in each event, meets the Army height/weight standard in accordance with AR 600-9, is recommended by a Small Group Leader (SGL), and does not score below a 70 percent on any graded event.

(f) Master Gunner. This designation is awarded to the student who achieves the highest cumulative grade point average for the Fundamentals and Field Artillery Blocks, passes the APFT with a minimum of 80 points in each event, meets the Army height/weight standard in accordance with AR 600-9, is recommended by a Small Group Leader (SGL), and does not score below a 70 percent on any graded event.

(g) Commandants List. This designation is awarded to those students in the top 20 percent of the class or who achieve a 90 percent grade point average, pass the APFT with a minimum of 80 points in each event, meet the Army height/weight standard in accordance with AR 600-9, are recommended by a Small Group Leader (SGL), and do not score below a 70 percent on any graded event.

(h) Honor Graduates. For all Honor Graduates and Master Warfighter students, the Cdr, 428<sup>th</sup> FA Bde will send a letter to their gaining unit commander informing him/her of the student's accomplishment.

(2) FA BOLC III. In order to be eligible for academic honors, the Army student must meet height/weight standards and pass the APFT with a minimum of 75 in each event, for an overall score of 225. Marine Corps students must meet height/weight standards and achieve a minimum of 70 in each event **and** an overall score of 225. FABOLC III Recognitions for academic excellence are: Distinguished Honor Graduate,

Honor Graduates, Commandant's List Graduates, Master of Fires, Master Shooter, Master Gunner, The Army High Physical Fitness award, and International Honor Graduate.

(a) Distinguished Honor Graduate. The student achieving the highest academic average at course end is designated the distinguished graduate.

(b) Honor Graduates. Students in the top 5 percent of the graduating class.

(c) Commandant's List. Students in the top 20 percent of the graduating class.

(d) Master of Fires. The student with the overall highest percentage in the Fire Support block.

(e) Master Shooter. The student with the overall highest average on the graded shoot.

(f) Master Gunner. The student with the overall highest percentage in the Fire Direction block.

(g) International Honor Graduate. The International Student with the highest overall percentage.

(h) Army High Physical Fitness Award. The student with the highest score on the final APFT.

(3) WOBC/WOBC-RC/WOAC.

(a) Distinguished Graduate. The student achieving the highest academic average at course end is designated the distinguished graduate.

(b) Honor Graduates. Students in the top 5 percent of the graduating class, limited to one Honor Graduate per seven graduating students.

(c) Commandant's List. Students in the top 20 percent of the graduating class, limited to two per ten graduating students.

(4) All other courses.

(a) Distinguished Honor Graduate. The student achieving the highest academic average at course end is designated the distinguished graduate.

(b) Honor Graduates. Students in the top 5 percent of the course academically at course end are designated honor graduates.

(c) Commandant's List. Students in the top 20 percent of the course academically at course end are designated members of the Commandant's List.

(5) Computation of the number of students eligible for academic honors is based on the total number of graduates.

(6) International military students will compete against each other for the honor of being selected as the International Honor Graduate.

(7) International Military Student Classes. When a class is composed of international military students only, award academic honors under the same criteria established for all other courses.

(8) Ineligibility for Academic Honors. A student is ineligible for academic honors for any of the following reasons:

(a) If recycled for academic reasons.

(b) If unable to maintain discipline and decorum.

(c) For first time failure of any examination.

(d) For physical fitness test failure.

(e) For failure to maintain height and weight standards.

(f) If flagged for any other reason.

(g) If granted a retest for reasons other than an excused absence, the Soldier's Bn Cdr will make the final determination.

h. Award of Equivalent Credit/Knowledge.

(1) General. Equivalent credit/knowledge certificates may be issued to instructors at USAFAS at the discretion of the Cdr, 428<sup>th</sup> FA Bde, under the provisions of paragraph 3-12a (2), AR 350-1.

(2) Marines. Permanent Marine Officers assigned as Captain Career Course (CCC) instructors qualify for constructive credit for FACCC and a diploma by successful completion of a tour as an instructor in the Field Artillery School. Diplomas will not be awarded until departure from Fort Sill. The Commanding Officer, Marine Corps Artillery Detachment, will refer candidates for constructive CCC credit to the Cdr, 428<sup>th</sup> FA Bde, who will review each case and refer it to Academic Records Section.

i. International Military Students.



(1) English/Foreign language dictionaries may be used for reference during all examinations.

(2) An additional one-half hour for each hour of scheduled examination time is authorized as compensation for language difficulties.

(3) Instructors will ensure comprehension of administrative announcements and rephrase questions of a vague or complex nature at the request of the student.

(4) Students failing an examination or first retest under the percentage system will be retested orally if the failure can be attributed to language difficulties. On demonstration of satisfactory knowledge of the subject, the student will be awarded a passing grade of 70 percent. Students failing to demonstrate an acceptable knowledge of the subject will retain the original failing grade.

j. Enlisted Military Occupational Specialty (MOS) Producing Courses. Academic honors are reserved for students of rank and skill level equal to or lower than that for which the course was designed. Academic honors are based on the students' relative standing within their class for pass/fail courses.

#### **1-5. HONOR CODE/DISCIPLINARY INFRACTIONS.**

a. USAFAS operates on the honor principle, both in word and deed. The qualities of integrity and responsibility necessary for members of a military society cannot be reconciled with academic dishonesty.

b. Under the honor code, a student is presumed to be honorable (i.e., one who does not lie, cheat, or steal, nor tolerate those who do).

c. The following are honor code violations:

(1) Cheating: Any attempt to receive or give unauthorized assistance from written or printed aids, from any person, or from another student's graded paper. No person who has completed an examination shall give information to one who has yet to take the same or a different version of that examination.

(2) Plagiarism: The use of another person's idea or written work with the intent to pass the idea or copied work off as the student's own work.

(3) Stealing: Acquisition without proper permission of any property, test, solutions, or instructional material designed to measure a student's knowledge of subject matter or procedure.

(4) Forgery: Alteration or misuse of score cards, documents, or academic records.

(5) Lying: Furnishing false information with the intent to deceive in order to improve their or another student's academic standing.

d. When an instructor or faculty member suspects that an honor violation has occurred involving students assigned to the USAFAS, they will submit a request for investigation through the student's chain of command to the Cdr, 428th FA Bde. The commander will appoint, as investigating officer, a disinterested officer senior in grade to the officer being investigated for officer students and 2LT or above for all other students. The investigator will not be assigned to the same battalion reporting the alleged violation. The investigation will be conducted under the provisions of AR 15-6. Once approved, submit/hand carry the original copy of the 15-6 investigation to DOIM Admin Svcs, Bldg 930.

e. When the investigation indicates that a violation of the honor code occurred, the appropriate commander will notify the person affected through the chain of command of the proposed action and provide him/her a copy of the investigation, to include all supporting documents. This notice will be in writing. The individual will acknowledge receipt and be allowed 3 days to prepare a rebuttal. Upon receipt of the rebuttal, or if the individual declines to rebut, the appropriate commander will either take action or forward the investigation with a recommendation to the appropriate command level for disposition. Whenever action under the provisions of AR 600-8-24 is contemplated, refer the case to a Faculty Board.

f. Coordinate the selection of an officer to investigate alleged honor code violations involving Marine Corps students with the Commander, Marine Corps Artillery Detachment. Forward completed investigation reports to the Commander, Marine Corps Artillery Detachment, for final disposition.

g. The International Student Division will coordinate honor code violation actions involving international military students.

h. Disciplinary infractions that are not honor code violations (i.e., adultery, nonpayment of support, conduct unbecoming an officer, etc.) will be handled through the appropriate chain of command. An example of a disciplinary infraction that is not an honor code violation is fraternization. At no time will any student attending a TRADOC/USAFAS course develop a relationship with any cadre member or instructor beyond that as perceived to be professional regardless of rank. No cadre member or instructor will develop any other than a professional relationship with any student regardless of rank.

#### **1-6. GRADING POLICY.**

a. General. The grading system used for USAFAS courses is the weighted percentage system, where 70 percent is passing. Three methods of testing are used.

(1) Weighted percentage. The number of grade points earned for each requirement by the grade point value assigned to that requirement. Students must achieve a score of 70 percent (80 percent for JFOC) to pass this type of exam. For FA BOLC III the weighted average is based on Department of Instruction (DOI) points. At the beginning of the course, the DOI point breakdown is given to each lieutenant who will then sign it as acknowledgement and have a copy to keep for themselves.

(2) Go/No Go exams are not allocated grade points. Students must receive a "Go" on every exam listed on the grade point plan to pass the course. Written and hands-on tests will describe standards and performances which will be measured for the student to receive a "Go."

b. Academic Deficiency. A deficient student is anyone with an average of less than 70 percent for a designated module of instruction, a No Go, fail, or less than 70 percent on any graded event (with the exception of FA BOLC III and JFOC).

(1) All deficient students will be counseled following the standards in appendices D, E, and F. FA BOLC III students who initially fail a test will receive a verbal counseling, extra instruction, and take a retest. If the student is a double failure on a test he/she will then receive a written counseling.

(2) Failure of any course of instruction at a service school is reason for consideration for declaring a student a nongraduate and termination of commission, if applicable.

(3) The general court-martial convening authority (the CG, USAFCOEFS) has final authority to approve or disapprove release from active duty (Army National Guard (ARNG) and U.S. Army Reserve (USAR) officers) and discharge (USAR officers with less than 5 years' commissioned service) for students who fail to meet the standards of USAFAS.

(4) The general court-martial convening authority (the CG, USAFCOEFS) initiates elimination for probationary and nonprobationary Regular Army (RA) officers in accordance with AR 600-8-24. In the event the CG decides to recommend termination of commission, Human Resources Command (HRC) processes the action IAW AR 600-8-24, chapter 4. HRC acts on discharges of RA-commissioned officers, even during their probationary period.

c. Modules of Instruction BOLC III only. Students must achieve an average of 70 percent on each group of exams designated as an instruction module. Modules reflect an equitable distribution of grade points. The distribution balances course (instruction time) hours with course points (i.e., 30 percent of course instructional time is allocated 30 percent of the total grade points). The Cdr, 428th FA Bde and Commanding Officer, Marine Detachment approve exceptions. The exception to this policy is the Gunnery Safety Exam. Students will be required to achieve an 80 percent on their safety exams to be considered a graduate (for further guidance refer to appendix E, para 2d).

**1-7. RETEST POLICY.**

- a. Officer Student Retest/Retrain Policy. See USAFCOEFS Reg 350-4, appendix E.
- b. Warrant Officer Student Retest/Retrain Policy. See appendix E, USAFCOEFS Reg 350-4
- c. Enlisted Student Retest Policy. See appendix F, USAFCOEFS Reg 350-4.
- d. Marine Corps Student Retest Policy. See appendix G, USAFCOEFS Reg 350-4.

**1-8. STUDENT ATTENDANCE POLICY.**

a. Attendance

(1) Students are not authorized to miss scheduled instruction without prior approval from their battery commander/senior course instructor. Routine medical exams and personal business should be scheduled during commandant's time.

(2) Students missing graded exercises or exams must schedule a makeup with their instructor if any graded events were missed during their absence. A student who fails to makeup an examination will receive a grade of zero.

b. Excused Absences.

(1) FACCC Students. The battery commander/senior instructor is authorized to excuse students from class attendance. The name of each student and the missed instruction, endorsed by any instructor or small group leader (SGL) whose instruction will be missed, is reported to the battery commander by the class leader. Students must obtain approval from their chain of command prior to missing a graded event.

(2) Makeup. Academic instructors provide makeup instruction, at the discretion of the battery commander/senior instructor, for any student who is absent due to an authorized absence. Students are responsible for all instruction they miss.

(3) Excused Absence Memorandum (EAM). FA BOLC III students are not authorized to miss scheduled instruction without prior approval from the instructor of the class they will be missing and the battery commander. Routine medical exams and personal business should be scheduled during commandant's time. To be excused from a class, the student must get an Excused Absence Memorandum (EAM) from the battery. The student completes the top portion with his/her information and stating why he/she is missing class. The EAM is then given to the instructor of the class the student will be missing who will either approve or disapprove the request. The EAM is then

forwarded to the battery commander who will make the final decision. If the absence is authorized the student is to make two copies of the EAM and leave the original with the battery. The student will keep one copy of the EAM for his/her records and will give the other copy to a member of his/her student chain of command to present to the instructor the day he/she is absent. USMC student absences must be approved by the Senior Marine Chief of the Officer Instruction Group when they will be absent from class.

(4) WOBC/WOBC-RC/WOAC Students. All requests for absences are initiated through the battery chain of command and requests must be endorsed by any instructor for which instruction will be missed. The battery commander/senior instructor is authorized to excuse students from class attendance.

(5) International Military Students.

(a) Requests for absences for reasons other than official functions will be initiated by the International Student Division upon request of an international military student. Such requests will be processed in the same manner as for all other students, except that the Chief, International Student Division (ISD), will endorse the request to the student's battery commander/senior instructor for approval/disapproval. Copies of the request will be provided to the student's battery, training battalion(s) concerned.

(b) International military students will be excused from all instruction and graded work while attending Department of the Army sponsored tours, recognized holidays, or official functions. Students are required to deconflict graded events unless this is the student's only opportunity to attend a tour or guided function. International military students are free to practice their religious beliefs but are still responsible for any material presented during this time. Graded events take precedence and will only be rescheduled at the convenience of the instructors. The Chief, ISD, will provide in advance, the student's battery, the student's name, class number, nature of the function, dates of absences, and a list of examinations scheduled during the period.

(6) Enlisted Students. Requests for absences by enlisted students are processed through the battery chain of command after endorsement by the senior instructor for which instruction will be missed. For periods of time less than 24 hours, approval authority rests with the battery commander. For periods of time 24 hours or greater, the battery commander will endorse this request and submit it to the battalion commander for approval/disapproval. For Initial Military Training students in USAFATC, the request will be submitted through their respective battalion commander for approval/disapproval.

c. Emergency Absences.

(1) Students will notify the company/battery chain of command/senior course instructor as soon as possible when an emergency arises. The battery chain of command will notify the training battalion concerning students who are absent due to emergencies.

(2) A student absent from class due to an emergency has 3 working days from the time of their return to coordinate the makeup of any missed instruction.

d. Late arrivals and unexcused absences.

(1) Instructors will award a grade of zero for an unexcused examination absence. The student's battery commander/senior instructor may authorize a reexamination, grade exemption, or a grade based on work completed if a student arrives late or fails to fully participate in any graded event or homework.

(2) Instructors may reschedule or allocate additional time to allow the student to finish an examination/graded event if they feel the student has a valid reason for arriving late.

(3) Instructional organizations concerned will notify the student's company/battery commander of any unexcused late arrivals, early departures or absences. If the student is a Marine, the chief instructor will be notified.

(4) Unexcused absences and disciplinary measures.

(a) US Army students will be counseled by the SGL for the first unexcused absence. The second unexcused absence will result in counseling by the battery commander. Three or more unexcused absences will result in the student being referred to the chain of command for disciplinary action.

(b) International students will be counseled by the SGL for the first unexcused absence and the battery commander and ISD will be notified. The second unexcused absence will result in counseling by the battery commander, ISD notification, and notification sent to the student's embassy. Three or more unexcused absences will result in the student losing eligibility for a graduation diploma. Students will instead receive a certificate of attendance.

## **1-9. ACADEMIC RECORDS & GRADES.**

a. Student grade books will be maintained according to the Grade Point Plan.

b. [FA](#) BOLC III students are notified about examination results on student grade sheets. Grade sheets are distributed by the battery through the class leadership. FACCC students are notified about examination results by the instructor. WOBC/WOBC-RC/WOAC students are notified about examination results by the instructor.

(1) Instructors must personally inform a student and the student's drill sergeant of a failure in an exam/graded event.

(2) International military student grade sheets will be forwarded to the Chief, ISD, for dissemination.

(3) Do not post listings of examination grades on bulletin boards or displayed publicly.

#### **1-10. ENROLLMENT.**

##### **a. Responsibilities.**

(1) The Director of Training and Doctrine (DOTD), maintains student enrollment for the Army Training Requirements and Resources System (ATRRS), and approves or disapproves all waivers of course prerequisites.

(2) Commanders/directors ensure conformity to course prerequisites, verify security clearances, and initiate requests for enrollment.

(3) The Automated Instructional Management System-Personal Computer (AIMS-PC), Post Administrator monitors the enrollment system.

(4) The Security Division, Directorate of Plans, Training, Mobilization, and Security (DPTMS), verifies necessary security clearances for all students attending any course of instruction when assigned to the school.

##### **b. Enrollment Procedures.**

(1) Course Convening Authorities (CCA) will ensure accurate enrollment of students through the Automated Instructional Management System (AIMS). Terminal input functions may, at the discretion of the CCA, be delegated to the echelon responsible for student accountability.

(2) Prior to graduation, each company/battery will ensure class roster information is correct. Once students are declared graduates, Academic Records Department will print the diplomas. Diplomas will not be printed until class rosters and grade books are correct/complete.

##### **c. Official Sit-In Students.**

(1) Students may enroll as official sit-ins with the approval of the Director, DOTD. Official sit-ins are not authorized in resident courses filled by a Department of the Army Selection Board.

(2) Official sit-ins are awarded a diploma or certificate of completion if they are in a rank or skill level equal to, or less than that for which the course was designed.

(3) Official sit-ins are authorized to receive an Academic Evaluation Report. A notation is made to indicate the course was attended in a sit-in status.

#### **1-11. SERVICE SCHOOL ACADEMIC EVALUATION REPORT (DA FORM 1059).**

a. Academic Evaluation Reports (AERs) are required for the following students whether or not they complete the course.

(1) Active Army personnel attending resident courses of instruction for 60 calendar days or more.

(2) All Army Reserve Soldiers on Active Duty for Training (ADT), regardless of course length, and all Army National Guard Soldiers for a course of 60 calendar days or more require an AER for all courses, in accordance with AR 623-3, paragraph 3-18 (except Initial Entry Training courses).

(3) All personnel of other services attending any course of instruction regardless of length. NOTE: USMC students attending BOLC III, FACCC, WOBC, and WOAC receive "Observed Fitness Reports" issued by the Marine Corps Artillery Detachment.

(4) BOLC II will not produce an AER for BOLC II graduates. BOLC III will continue to produce the AER.

(b) Achievement of academic honors will be annotated on the AER.

(c) All AERs are completed in accordance with AR 623-3, Evaluation Reporting System, chapter 3, section V.

(d) BOLC III final grades of 75 percent or less in either module or overall, failure to meet height/weight standards, and failure to meet APFT standards will be annotated as "marginally met standards" with a narrative describing the areas of low performance.

(e) Report Submission. Academic reports prepared on USAFAS students must be finalized within 2 weeks after the student graduates. FACCC-RC and BOLC III reports are processed for presentation at graduation.

(f) International Military Students. DA Form 3288-R (Academic Report - Foreign Students Attending Service Schools) is prepared on each international military student upon completion of each course of instruction except preparatory courses. DA Form 1059 for international students may be generated upon request.

(g) Complete SMC FITREPs, BOLC III, FACCC, WOBC, and WOAC reports IAW MCOP1610.7E, paragraph 6004.8.

#### **1-12. OFFICER/ENLISTED CLASSIFICATION SYSTEM.**



a. Each FA BOLC III graduate receives a general 13A, Area of Concentration (AOC). USAFAS offers assignment-specific and professional development courses to meet assignment possibilities worldwide.

b. Students are awarded MOS skill identifiers and/or additional skill identifiers for completion of designated courses of instruction.

### **1-13. FACULTY BOARDS**

a. Incidents or allegations of student academic or motivational deficiency, or misconduct, and any other matters deemed appropriate by the Commandant may be referred to a Faculty Board for investigation in accordance with USAFACFS Reg 15-1.

b. Due process and procedural rights afforded to students referred to a Faculty Board are contained in USAFACFS Reg 15-1.

APPENDIX A  
**BASIC OFFICER LEADER COURSE PHASE II (BOLC II)  
GRADUATION REQUIREMENTS/POLICIES**

**A-1. BACKGROUND.** BOLC is designed to ensure a tough, standardized, small-unit leadership experience that flows progressively from the precommissioning phase (BOLC I) through the initial-entry field leadership phase (BOLC II) to the branch technical phase (BOLC III). The primary BOLC mission is to produce adaptive officers with increased maturity, confidence and competence that share a common bond with their combined arms peers and are prepared to lead small units upon arrival at their first assignment.

**A-2. GRADUATION REQUIREMENTS.**

a. Pass the Army Physical Fitness Test (APFT) with a minimum score of 60 points per event.

b. Pass Basic Land Navigation Course. Achieve no less than five points of a possible eight during day/night combination.

c. Qualify with M16M4 rifle w/Close Combat Optics (CCO) attached and Individual Body Armor (IBA).

d. Rate "Satisfactory" in a minimum of two (2) leadership positions.

e. Complete all three (3) Field Training Exercises (FTXs).

f. Complete the ten mile foot march.

g. Demonstrate Army Values at all times.

**A-3. ACADEMIC EVALUATION REPORTS (AER).** BOLC II will not produce an AER for BOLC II graduates.

**A-4. HEIGHT AND WEIGHT.** BOLC II graduating students who do not meet the requirements of AR 600-9, 1 September 2006, will be placed on the Army overweight program and allowed to continue to BOLC III.

**A-5. MEDICAL LIMITATIONS (Including Pregnancy).** Students who experience medical limitations will be handled IAW applicable medical policies and evaluations/recommendations from medical authorities. Commanders will determine participation in BOLC II based on those recommendations. The decision to wait at the BOLC II site is time critical based on the length of the medical limitation. The first O6 in the chain of command will make the decision to send the student forward to the BOLC III site or wait at the BOLC II site.

**A-6. RETRAINING/RETESTING/RECYCLE/WAIVERS TO PROCEED TO BOLC III.**

a. The first O6 in the chain of command will review and may authorize retraining/retesting/recycling as needed for students who do not meet graduation standards.

b. The first O6 in the chain of command, after consultation with the officer's branch chief, can--

(1) Waive the BOLC II graduation requirement(s) and allow the student to proceed to BOLC III.

(2) Delay the BOLC II graduation requirement(s) to be completed in BOLC III.

c. Delay of original BOLC II graduation date must be coordinated with student's BOLC I (source) and FA BOLC III (branch) to ensure student orders are adjusted to reflect new arrival dates and any other travel adjustments.

d. Prior to retaining any student who is on State NG orders past their graduation date, the student's State agency must have the opportunity to conduct a state recall.

**A-7. DISPOSITION OF NONGRADUATES.** AR 600-8-24 establishes procedures for officer eliminations for academic failure of a course at a service school. Options for location of separation processing include the following:

a. BOLC II. When a student is retained at BOLC II for retesting/recycling and it is determined that the officer will not succeed, the first O6 in the chain of command will forward a recommendation to the General Court-Martial Convening Authority (GCMCA) documenting the efforts to assist the student and the facts supporting the determination that the student can not succeed. After consultation with the officer's branch chief, the GCMCA of the BOLC II installation can waive the BOLC II graduation requirement(s) and allow the student to proceed to BOLC III, or delay the BOLC II graduation requirement(s) to be completed in BOLC III, or request the GCMCA of the student's first duty station attach that student to the BOLC II installation for separation processing under the GCMCA authority of the BOLC II installation commander. Final separation is accomplished by HQDA.

b. BOLC III. When a student continues to BOLC III, with a noncompletion of a BOLC II requirement, and that student has failed to complete the requirement at BOLC III, the commandant of the BOLC III installation will initiate separation action. If applicable, the commandant at the BOLC III installation can request attachment of that student from the student's first duty station GCMCA, to initiate separation proceedings in accordance with AR 600-8-4. Final separation is accomplished by HQDA.

**A-8. SPECIAL BRANCHES.** Except for the requirements in paragraph 2a (APFT) and 4 (height and weight), special branches will have final disposition authority of their branch students. This includes recycling and separation.

**APPENDIX B  
REFERENCES**

**ARMY REGULATIONS**

15-6	Procedures For Investigating Officers And Boards of Officers
350-1	Army Training and Leader Development
600-8-2	Suspension of Favorable Personnel Actions (FLAGS)
600-8-24	Officer Transfers and Discharges
600-9	The Army Weight Control Program
601-210	Regular Army and Army Reserve Enlistment Program
601-280	Army Retention Program
612-201	Initial Entry/Prior Service Trainee Support (RCS MILPC-17(RL))
623-3	Evaluation Reporting System
635-200	Active Duty Enlisted Administrative Separations

**DA PAMPHLETS**

351-4	US Army Formal Schools Catalog
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**FIELD MANUALS**

21-20	Physical Fitness Training
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**TRADOC REGULATIONS**

350-6	Enlisted Initial Entry Training (IET) Policies and Administration
350-10	Institutional Leader Training and Education
TBD	Basic Officer Leader Training Policies and Administration

**USAFACFS**

15-1	Officer Faculty Boards
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**USAFAS REGULATIONS**

1-1	Administrative Policy and Procedures Guide
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**UNIFORM CODE OF MILITARY JUSTICE  
MARINE CORPS REGULATIONS**

MCO P1610.7e	Performance Evaluation System
DetO 1550.1C	Academic Policy and Procedures

Appendix C  
**ACADEMIC POLICY FOR FACCC**

**C1. PURPOSE.** To prescribe academic policies, procedures, and responsibilities for administration of student records for resident students enrolled in the Field Artillery Captains' Career Course (FACCC).

**C2. GENERAL.** FACCC provides a challenging course of instruction to prepare students to perform the toughest job our Army has to offer – leading soldiers in combat. The FACCC philosophy is to train students how to think on the battlefield. FACCC focuses on combined arms war fighting at the tactical level across the full spectrum of combat. Instruction will be realistic, encompassing the combined arms team in a variety of environments. Career Course students' are taught with an emphasis on "how to think" and not "what to think." FACCC students are expected to be mature, responsible, and dedicated officers. Small-group learning is the method for training established for FACCC. Group size is expected to be approximately 12 to 16 students.

**C3. SUBJECTIVE EVALUATION.** The principal tool for evaluation of FACCC students is Performance Based Evaluation, which provides the student immediate feedback and subjectively determines the student's tactical decision-making thought process. The goals are to ensure that the officer can: visualize a tactical operation; express that visualization in oral and written form; and command a battery in a tactical operation. The officer will also understand the fundamentals of a maneuver battalion, fires battalion and brigade combat team operations and be familiar with the duties of key staff officers.

**C4. PHYSICAL REQUIREMENTS.** All U.S. students must meet body composition standards IAW AR 600-9, Army Weight Control Program and the Army Physical Fitness Test standards IAW AR 350-1 and FM 21-20. Failure to meet either of these standards upon in-processing will result in the initiation of a Flag for that student. Students who do not meet these standards at the time of graduation will receive a "Marginally Achieved Course Standards" AER, and will remain flagged until such time as they achieve these standards and their gaining units lift the flag. Students will receive their graduation diplomas and AERs prior to clearing the FACCC and Fort Sill. Upon arrival at their next duty station, students who fail to successfully complete the program, or are re-enrolled after successfully completing the program will be subject to separation from the service under AR 635-200, Chapter 5-15, and AR 635-100, Chapter 5.

**C5. ACADEMIC POLICY.**

a. Standards for Graduation. Eligibility for graduation from FACCC program of instruction is subject to the following provisions:

- (1) Student Proficiency.

(a) Academically Proficient Student: a student who has passed all combat critical tasks and achieved an academic average of 80 percent or greater. A student who completes the course in an academically proficient status will graduate.

(b) Academically Marginal Student: a student who has passed all combat critical tasks and achieved an academic average between 70 and 79 percent. A student who is academically marginal at the completion of the course may not graduate. The SGL and Team Leader will refer the student to the Senior Instructor, who will assess the student's qualification for graduation. The student's Academic Evaluation Report (AER) will reflect marginal achievement of course standards.

(c) Academically Deficient Student: a student with an academic average of less than 70 percent or retest failure of any critical evaluation task. The Senior Instructor will refer academically deficient students to the Assistant Commandant (AC), United States Army Field Artillery School (USAFAS), for disposition. The AC may convene a faculty board who will recommend declaring the student a non-graduate with relief from the course, recycling him into another course, or retraining and re-testing as an exception to policy. The AC will consider the student's record; SGL, Team Leader, and Senior Instructor recommendation; and written or verbal comments from the student if necessary. As appropriate, the student's AER will reflect a failure to achieve or a marginal achievement of course standards.

(2) Graduation Requirements. The training goal is for each student to successfully complete all requirements and graduate from the FACCC as outlined below.

(a) The following graduation requirements will be assessed on a point-graded basis:

- Gunnery Manual Safety Exam. (Critical Evaluation)
- Gunnery Trouble-Shooting Exam. (Critical Evaluation)
- Automated (AFATDS/ EMT) Gunnery Exam. (Critical Evaluation)
- Joint and Combined Arms Major Combat Operations (MCO) Exam. (Critical Evaluation) SGLs evaluate students on their ability to develop sound tactical plans in a MCO environment through the application of the Military Decision-Making Process (MDMP); Intelligence Preparation of the Battlefield (IPB), Targeting Process; Intelligence, Surveillance and Reconnaissance Process (ISR); as well as applicable doctrine, and proven tactics and techniques.
- Joint and Combined Arms Counter-Insurgency Operations (COIN) Exam. (Critical Evaluation) SGLs evaluate students on their ability to develop sound tactical plans in a COIN environment through the application of the Military Decision-Making Process (MDMP), Intelligence Preparation of the Battlefield (IPB), Targeting Process; Intelligence, Surveillance and Reconnaissance Process (ISR); as well as applicable

doctrine, and proven tactics and techniques.

- Battery Command Comprehensive Examination. (Critical Evaluation)  
Students will be required to demonstrate the required knowledge for all Battery Command Block instruction.

- Module Quizzes. Quizzes are conducted for all lessons of the course. Most lessons have a "check on reading" knowledge quiz and an "end of lesson" application quiz. No individual quiz is a Critical Evaluation and individual quiz failure will not result in the student being declared academically deficient. However, students must maintain an overall minimum quiz average of 70 percent or greater for each Block of the course. Failure to maintain this average will result in the student being declared academically marginal or deficient and may result in the student being recycled or referred to a faculty board.

- Course Writing Assessment. (Critical Evaluation) Students are required to demonstrate their ability to communicate effectively in the written form. All students will write a research paper IAW the FACCC Writing Assignment Policy.

- Staff Operations Planning Exercises. U.S. students and IMS must pass all six graded staff operations planning exercises with an overall average of 70 percent or greater to graduate. These exercises are individually graded, and each student will receive Performance Evaluation Points (PEP) based on his individual performance throughout the staff operations planning exercise. The general attributes for SGL consideration are as follows:

- Student displays tactical and technical proficiency and relevant application of U.S. Army doctrine, TLP, and the MDMP.

-Professional Officer Qualities: Considerations used to evaluate a student's performance and attitude other than that of his objective quizzes and exams. There are points allocated for each staff operations planning exercise based on the following considerations:

- Overall Professionalism - defined in the generic areas of application, maturity, enthusiasm, confidence, loyalty, selfless service and integrity etc.

- Sense of Responsibility/Duty – generically defined in the aspects of diligence, dependability, work ethic, cooperation, willingness, etc.

- Class Participation – cooperation, contribution, assistance, group/peer influence, etc.

- Power of Expression – presentation skills, both written and verbal, ability to critique, confidence, etc.



- Self Discipline – personal organizational skills, timeliness, judgment, reaction to stress, reliability, etc.

- The FACCC academic evaluation process incorporates student performance into each block of instruction. These PEPs are primarily associated with the structured learning activities and practical exercises (Operations Orders). The total points available for these student participation events will be divisible by five, as the point scale is from zero to five with five being the best. This raw score is then entered into the Grade Point Distribution Matrix and is automatically multiplied by the appropriate number to achieve the established points for that event. The guidelines for evaluating and quantifying a student’s PEPs are:

- 0/5 Points Awarded: Student Unexcused Absence during Graded Event
- 1/5 Points Awarded: Student is Present; Does Not Participate
- 2/5 Points Awarded: Student Participation Minimal; Poor Performance
- 3/5 Points Awarded: Student Participates; Average Performance
- 4/5 Points Awarded: Student Participates; Good Performance
- 5/5 Points Awarded: Student Participates; Outstanding Performance (Reserved for those students who exemplify leadership, are a driving force in accomplishing the assigned task, and stand out as an accomplished briefer)

(b) The following are the point allocations for FACCC:

<b>GUNNERY BLOCK</b>	
<b>TITLE</b>	<b>POINTS</b>
Gunnery Manual Safety Exam	75
Gunnery Trouble-Shooting Exam	75
Automated (AFATDS/ EMT) Gunnery Exam	50
Gunnery Block Total	200
<b>JOINT AND COMBINED ARMS OPERATIONS BLOCK</b>	
Battle Command Quiz	15
MCO Fundamentals Quiz	15
Operations Planning Quiz	15
Joint Firepower Familiarization Quiz	25
PEP OPORD KOREA (Defense)	30
PEP OPORD BASRAH (Offense)	30
Joint and Combined Arms MCO Exam	150
PEP Pea Ridge Staff Ride	30

<b>TITLE</b>	<b>POINTS</b>
Tactical Information Operations Course (TIOC)	50
PEP OPOD BASRAH COIN (Structured Learning Activity)	30
Joint and Combined Arms COIN Exam	150
PEP Battle Analysis	30
FACCC Writing Assignment	30
Joint and Combined Arms Operations Block Total	600
<b>BATTERY COMMAND BLOCK</b>	
<b>TITLE</b>	<b>POINTS</b>
PEP OPOD AUSTRALUS COMFORT	30
Battery OPOD Brief	20
Battery Command Comprehensive Exam	150
Battery Command Block Total	200

(c) Successful completion of these events is required for graduation. Some of these are designated as Critical Evaluations; first-time failures of a Critical Evaluation will be availed one re-test after re-training. Failure to achieve a 70 percent, after one retest, on any critical evaluation will result in the student being declared academically marginal or deficient and may result in the student being recycled or referred to the AC and subsequent faculty board. The academic graduation requirements listed above will be assessed on a 1000 point scale. A student's academic average upon graduation will be based on a cumulative average of all point-graded events conducted during the course.

(d) Failure to attain the required standard after one re-test will result in a 'failed to achieve the standard' comment in the student's AER. A student that fails the initial test or re-test will not be eligible for the Commandant's List.

(e) International Military Students. IMS must complete the course with an overall average of 70 percent or greater and pass all Critical Evaluations. IMS must attend all instruction and take all examinations unless specifically exempted by the Senior Instructor/ Battery Commander. IMS may use a paper translation dictionary, not a digital device during quizzes and examinations. This paper translation dictionary may not contain any added notes. Using a paper translation dictionary with added notes during a quiz or examination constitutes a breach of the USAFAS honor code. IMS will not be accountable for quizzes or examinations relating to instruction missed during official ISD trips, although they should attempt to make up all Combat Critical Tasks.

(f) At the completion of a course, students who fail to meet the standards established in the graduation prerequisite memorandum cannot graduate and may be relieved (declared a non-graduate), recycled, or referred to a faculty board for an appropriate disposition recommendation. IMSs who have not met these standards at graduation will receive a Certificate of Completion rather than a diploma.

(g) Typically, students who are academically proficient at the end of their course may graduate without any special action. However, the Senior Instructor/ Battery Commander must declare a student "Marginally Achieved Course Standards", regardless of academic proficiency, if the student fails to meet the height and weight standards in accordance with AR 600-9, or fails to achieve the APFT standards IAW AR 350-1 and FM 21-20. The Senior Instructor/ Battery Commander will administer an adverse Academic Evaluation Report (AER) to document the student's noncompliance with these established standards.

(h) At any time prior to graduation, the Senior Instructor/ Battery Commander may refer FACCC students to the AC based upon academic shortcomings (including academically marginal and academically deficient students), leadership deficiencies, disciplinary problems, acts of misconduct, honor violations, lack of motivation, lack of adaptability, or otherwise failing to satisfy standards for graduation.

b. Recognition of Academic Excellence.

(1) Distinguished Honor Graduates. The Senior Instructor/ Battery Commander will select the U.S. officer and IMS officer from the Commandant's List with the highest cumulative grade point average as the Distinguished Graduate and Distinguished International Graduate, respectively. The U.S. officer must also meet the height/ weight requirements as previously discussed, and have a minimum of 80 points in each APFT event.

(2) Commandant's List. The Commandant's List recognizes exceptional performance during the FACCC and is limited to 20 percent of the U.S. and IMS total population. Selection for the Commandant's List is based upon both academic performance and SGL appraisal of the whole man concept. SGLs will base their point allocations on evaluation of student overall performance. The final decision on Commandant's List selection rests with the Senior Instructor, after consultation with the SGL and Team Leader. A student is ineligible for Commandant's List for the following reasons:

- (a) Unprofessional or undisciplined behavior.
- (b) Score below an 80 percent on any Critical Evaluation.
- (c) Failure to meet height/ weight requirements.
- (d) Failure to achieve a minimum of 80 points in each APFT event.

(3) Master War-fighter. The Master War-fighter status is awarded to those individuals who excel in both the academic and physical requirements of the FACCC. These individuals must achieve an 80 percent or higher on all critical evaluations, be in the top 30 percent of the class academically, score a minimum of 90 points in each

APFT event, and be recommended by their SGL.

(4) Master Gunner Award. The Master Gunner Award is awarded to the individual who excels in the Gunnery Block and achieves the highest overall GPA. This GPA is the average of all three examinations in the Gunnery Block. Because this award includes the AFATDS/ EMT examination, it will only be awarded to U.S. officers or those IMS with the appropriate security clearance and authorization to attend that module of instruction. The U.S. officer must also meet the height/ weight requirements as previously discussed, and have a minimum of 80 points in each APFT event.

(5) Distinguished Writer Award. The 428<sup>th</sup> FA BDE Commander will select the FACCC distinguished writer based on the recommendation from the Senior Instructor, Team Leader, and SGLs. This individual's paper will be forwarded to the Fires Journal for publication.

(6) APFT 'Faugh A Ballagh' Award. The student with the highest APFT score on the final APFT will be awarded the Jackson Docherty "Faugh A Ballagh" Award, and his name will be prominently displayed on the Trophy in the Snow Hall display case.

c. Academic Counseling. Small-group Leaders (SGLs) will counsel students on a regular basis. The initial counseling session will be during the first week of the course or as soon as practicable thereafter. Prior to the initial counseling session, the Senior Instructor will require each FACCC student to submit a DA Form 67-9-1, Officer Evaluation Support Form, to his SGL. In addition to the initial, mid-course, and final counseling, all students should be counseled each time they fail a written examination, a hands-on performance evaluation, or a critical course assignment.

## **C6. HONOR CODE.**

### **a. General.**

(1) FACCC Honor Code. This honor code applies to all students in the FACCC AC and RC courses of instruction: A soldier will not lie, cheat, steal, or tolerate those who do. The FACCC honor code is based on the principle that integrity is an essential attribute of any military member. Any student, including an IMS, found guilty of an honor code violation by a faculty board may be relieved from their course by the AC and may face disciplinary action as well.

(2) Explanation. The honor code does not preclude students from working together, in or out of the classroom, when directed to do so by their instructors. The honor code is not designed to stifle individual academic freedom or deny sharing of knowledge or interaction with fellow students. However, each graded examination, evaluation, and assignment, whether academic or skills-related, oral or written, weighted or un-weighted, must be an individual effort. Students must not perform any act or omission that will provide to them or to other students an unfair advantage over

their peers, such as collaboration (or toleration thereof) on graded examinations, evaluations, or assignments, unless specifically authorized to do so by their instructors. Instructors will inform students when they are permitted to work together to complete an examination, evaluation, or assignment. Finally, all students have an affirmative obligation to report suspected honor code violations to their FACCC chain of command as soon as possible.

(3) Plagiarism. Plagiarism occurs when a student borrows written material from another writer but fails to credit the original writer with the work. Each student's work is to be his own; no student may give or receive unauthorized aid in connection with graded examinations, evaluations, or assignments; and any student who knows of an honor code violation but fails to report it also commits an honor code violation. When a plagiarized writing is presented to a FACCC instructor, it deceptively leads the instructor to believe the writing is the student's work-product when in reality it was written by someone else. Such deception violates the FACCC honor code. If the instructor concludes that a student committed plagiarism on an examination or assignment, the instructor will assign a score of zero and forward all available evidence through the chain of command to the 428<sup>th</sup> FA BDE Commander.

(4) Violations. Honor code violations may be punishable under various provisions of the Uniform Code of Military Justice (UCMJ) and/or a student may be referred to an Academic Faculty Board for the offense.

b. Procedures for Violations.

(1) Both students and instructors must report suspected honor code violations to the SGL of the student concerned. The SGL receiving the report will collect all available evidence, including witness statements, and immediately forward this information through the student's instructional chain of command to the Senior Instructor/ Battery Commander.

(2) If, after reviewing all available evidence, the SGL, Team Leader, or Senior Instructor believes an honor code violation has occurred, the Senior Instructor will immediately refer the matter (orally) through the chain of command to the 428<sup>th</sup> FA BDE Commander, and will forward a comprehensive written report, to include witness statements, to the 428<sup>th</sup> FA BDE Commander within 48 hours of the initial report.

(3) Upon receipt and review of the information detailing the suspected honor code violation, the 428<sup>th</sup> FA BDE Commander may then appoint an investigating officer. Before the AC refers such student to a faculty board, he must notify the student in writing that the student is suspected of committing an honor code violation; that the student is being investigated; and that the investigating officer may recommend that the student be relieved from the course (that is, declared a non-graduate). The recommendations of the investigating officer are advisory in nature and are not binding upon the 428<sup>th</sup> FA BDE Commander. (That is, the Commander may take action contrary to the investigating officer recommendation if deemed appropriate.) If declared a

nongraduate by the 428<sup>th</sup> FA BDE Commander, the student, to include IMSs, shall receive an adverse AER reflecting the honor code violation.

(4) In cases where a investigating officer recommends relief of an IMS, the final decision to declare the IMS a nongraduate is subject to final approval by the Security Assistance Training Field Agency (SATFA). The 428<sup>th</sup> FA BDE Commander is also responsible for notifying SATFA, via ISD, as soon as a student is suspected of an honor code violation.

## **C7. ABSENCES.**

### a. Absence from Instruction.

(1) Students must attend all scheduled classes and training events unless they are on approved leave or pass.

(2) Senior Instructor/ Battery Commander is the approval authority for all leaves.

(3) FACCC student passes will be processed in the following manner:

(a) A pass for two hours or less—approved by the SGL.

(b) A pass for four hours or less—route through SGL, approved by the Team Leader.

(c) A pass for more than four hours—route through SGL and Team Leader, approved by Senior Instructor/ Battery Commander.

(d) A pass for weekend/holiday—route through SGL, and Team Leader, approved by Senior Instructor/ Battery Commander.

(4) The student will submit all requests for leaves or passes, except in emergencies, at least seven working days in advance and will include the time frame/events to be missed, and a justification for the absence.

(5) The Senior Instructor/ Battery Commander may impose more restrictive leave or pass policies provided he complies with the provisions of AR 600-8-10, Leaves and Passes.

### b. IMS Absence from Instruction.

(1) Except for emergencies, IMSs will attend all scheduled classes to include physical training, unless the training schedule stipulates otherwise, or as authorized below.

(2) Training not pertaining to IMSs (as defined by FACCC). IMSs will not attend training during CLASSIFIED instruction.

(3) Critical training. IMSs will attend "critical training." Critical training is instruction in specific subjects that an IMS must pass for graduation, as defined in the course graduation prerequisite memorandum. Examples of critical FACCC training include instruction in battery tactics, battalion operations, and brigade operations

(4) IMS Physical Training.

(a) IMS shall (IAW paragraph 10-30(b), AR 12-15, Joint Security Assistance Training) participate in all scheduled physical training. Physical training for IMS is an integral part of their course of instruction.

(b) IMS will not be required to pass the Army Physical Fitness Test (APFT) as a requirement for graduation IAW paragraph 10-30, AR 12-15, Joint Security Assistance Training. While not required for graduation, this does not preclude administering the APFT to IMS in all FACCC resident courses.

(c) The Director, ISD will ensure that IMS age 40 and over will complete cardiovascular screening and receive medical clearance before participating in physical training.

(5) Pre-course Instruction. All IMS will complete the "Allied Prep Course" prior to entering the resident FACCC. The Director, ISD is authorized to excuse students from training for emergencies and as he deems appropriate during the Allied Prep Course.

(6) IMS Passes. IMS students in FACCC will follow the same procedure as the U.S. students. IMS will submit requests for pass seven days in advance and will include the time frame to be missed, justification, training to be missed, exact pass location, and telephone number. The request will include a recommendation from the SGL.

(7) Informational Programs. The Commander, 428<sup>th</sup> FA BDE is authorized to excuse IMS from scheduled instruction to attend scheduled informational program activities coordinated by ISD. IMS will not be responsible for material presented during that period of absence, but should work with the SGL to make up the instruction.

(8) National Holidays for IMS.

(a) When a national holiday for an IMS occurs on a training day, the IMS may request an authorized absence through their SGL to observe up to two such holidays. Normally, national holidays will be the country's Armed Forces Day and Independence Day.

(b) The SGL shall forward the request through the Team Leader to the Senior Instructor/ Battery Commander. The Senior Instructor/ Battery Commander will

coordinate through the Director, ISD, but has discretion to approve the IMS's request for absence to observe a national holiday and may deny the request based upon the IMS's academic progress in the FACCC.

c. Religious Accommodation.

(1) FACCC accommodation of IMS religious practices shall comply with the provisions of DA Pamphlet 600-75, Accommodating Religious Practices, and paragraph 5-6, AR 600-20, Army Command Policy. In brief, Army policy is to accommodate religious practices when they will not have an adverse impact upon the military mission, to include the training mission. Unit commanders are encouraged to accommodate the unique religious worship requirements of their soldiers, including IMS, when mission requirements permit. However, accommodation of a student's religious practices cannot be guaranteed at all times but must depend on military necessity.

(2) Requests for accommodation of religious practices may be denied if they conflict with critical training events, including written examinations or hands-on performance evaluations, which are mission-critical.

(3) Director, ISD will prepare an annual USAFAS policy memorandum for signature by the Commander, 428<sup>th</sup> FA BDE. This memorandum will outline accommodation of religious practices for IMSs, to include specific instructions regarding reduced training on the Muslim Sabbath and during the Ramadan period.

d. Make Up Instruction Due to Excused Absences. The student, not the SGL, is responsible for making up academic instruction prior to an examination. The student can arrange make-up instruction by contacting the SGL and requesting material or supplemental instruction. Assistance may be in the form of issued instructional material or informal SGL highlights of key training objectives. Missed classes will not be re-taught and scheduled written examinations or hands-on performance evaluations will not be rescheduled solely because a student missed periods of instruction covered by the examination or evaluation.

e. Excused Absences from Written Examinations, Hands-on Performance Evaluations, or Critical Course Assignments.

(1) Except for excused absences and bona fide emergencies or illnesses, students must attend all written examinations, hands-on performance evaluations, and critical course assignments.

(2) Generally, students must make up written examinations, hands-on performance evaluations, and critical course assignments missed due to authorized absences. The student must coordinate with the SGL for scheduling the make-up examination, evaluation, or assignment within 24 hours of returning to duty. Students returning to duty on weekends or holidays will contact the SGL prior to 1200 on the next scheduled class day; the SGLs are not responsible for contacting students. Students failing to



contact the SGL within the prescribed time will receive a zero score for the examination, evaluation, or assignment and may be referred to the Senior Instructor/ Battery Commander for possible administrative action.

(3) The Senior Instructor/ Battery Commander on a case-by-case basis may excuse individual students from making up written examinations, hands-on performance evaluations, or assignments missed due to authorized absences. If justified, the student may receive credit for the missed examination, evaluation or assignment, subject to the determination that such credit will not place the student at an unfair advantage or disadvantage. Only the Senior Instructor/ Battery Commander is authorized to grant this credit; this authority may not be delegated.

(4) Students who arrive late for a scheduled examination, evaluation, or assignment, due to an excused absence, may be permitted to participate at the discretion of the SGL. If the SGL decides not to allow the student to participate, the student must reschedule the examination, evaluation, or assignment in accordance with paragraph 7e (2) above.

f. Unexcused Absences from Written Examinations, Hands-on Performance Evaluations, or Critical Course Assignments.

(1) Students absent from an examination, evaluation or critical course assignment due to an unexcused absence will receive a grade of zero for the evaluation or assignment.

(2) Students who receive a zero due to an unexcused absence may be referred to the Senior Instructor/ Battery Commander for possible administrative or disciplinary action.

(3) International students will be counseled by the SGL for the first unexcused absence and the battery commander and ISD will be notified. The second unexcused absence will result in counseling by the battery commander, ISD notification, and notification sent to the student's embassy. Three or more unexcused absences will result in the student losing eligibility for a graduation diploma. Students will instead receive a certificate of attendance.

g. Extended Absences.

(1) A student who, due to an excused absence, misses two or more written examinations, hands-on performance evaluations, or critical course assignments will be referred to the Senior Instructor/ Battery Commander for possible administrative action including referral to a faculty board.

(2) The Senior Instructor/ Battery Commander may permit the student to:

(a) Reschedule the examination(s), evaluation(s), or assignment(s); or

(b) Receive credit for the missed examination(s), evaluation(s) or assignment(s), subject to the determination that such credit will not place the student at an unfair advantage or disadvantage. Only the Senior Instructor/ Battery Commander is authorized to grant this credit; this authority may not be delegated.

**C8. EXAMINATIONS AND EVALUATIONS.** Students must take all examinations unless granted an exemption under the provisions of this policy. Students missing examinations due to unauthorized absences will receive a score of zero and be declared a first time failure on combat critical tasks. Examinations missed due to authorized absence must be made up. It is the student's responsibility to contact the SGL to arrange for make-up examinations. This must occur within 24 hours of returning from an authorized absence.

a. Grading. The minimum passing score for all examinations is 70 percent. Examinations and quizzes with allocated points will determine a student's academic average.

b. Retest. Only combat/course critical subjects will be re-tested. One retest will be authorized after retraining. The maximum attainable score on a retest for purposes of computing the student's academic average is 70 percent. It is the student's responsibility to attend all scheduled re-tests. Students who fail or have an unexcused absence for a retest may be referred to a faculty board and subsequently declared non-graduates. In exceptional cases, students may request an exception to policy for additional re-tests of a combat critical task from the Senior Instructor/ Battery Commander, through their SGL and Team Leader.

c. Examination Reviews. Prior to each examination, the class leadership may submit to the SGL and Team Leaders, specific areas or questions requiring clarification.

**C9. ACADEMIC EVALUATION REPORTS (AERs).**

a. Under the provisions of AR 623-1, Academic Evaluation Reporting System, SGLs will prepare an AER for each student in their small group based upon if the student exceeded (Commandant's List only), achieved, marginally achieved, or failed to achieve course standards based upon the student's overall performance. The report will indicate demonstrated performance in the areas of written and oral communications, contribution to group work, research ability, and leadership skills based upon performance if placed in a designated leadership position. Additionally, the report will indicate whether the student meets standards for body composition and physical fitness. SGL will provide comment regarding demonstrated potential for service as a battery commander, battalion staff officer, and brigade assistant staff officer.

b. Procedure.

(1) AERs are prepared by the SGL and the Senior Instructor/ Battery Commander will review them. The rating chain will complete AERs in accordance with AR 623-1 and forward all AERs to ARB not later than 30 days after class graduation. SGLs will distribute student copies of AERs. ARB will be advised if individual copies have not been distributed. Individual copies of AERs that are forwarded to ARB must be accompanied by a valid mailing address (to include zip code or APO).

(2) AERs containing adverse or derogatory information will be referred to the rated individual by the reviewing official for acknowledgment and or comment in accordance with procedures outlined in paragraph 1-13, AR 623-1. The circumstances related to the adverse or derogatory information must be fully explained in item 16, Comments. Item 13 will be left blank on AERs for students relieved from a course of instruction for administrative rather than adverse reasons (for example, medical, compassionate, or hardship reasons), and the report need not be referred to the rated individual.

c. IMSs. Evaluation reports for IMSs will be prepared on DA Form 3288-R, Academic Report Foreign Student Attending Service Schools, in accordance with AR 12-15. The SGL will prepare reports including both academic and professional evaluative comments.

**C10. INFORMATION SYSTEMS REQUIREMENTS.** FACCC students are strongly encouraged to bring a personal computer (PC), a desktop, laptop or notebook for home usage. Internet access will still be an essential element of reference throughout the course. Laptops are provided for use in the classroom, and after hours access can be coordinated with the SGL for those without external internet access.

APPENDIX D  
**JACI ACADEMIC POLICY AND PROCEDURES**

**D-1. PURPOSE.** To provide academic policy for the administration, testing/retesting and/or relief of students attending joint courses conducted by the JACI at the U.S. Army Field Artillery School.

**D-2. APPLICABILITY.** This policy is applicable to all students enrolled in JACI courses of instruction.

**D-3. ACADEMIC POLICY.**

a. Standards.

(1) Students enrolled in the Joint Operational Fires and Effect Course (JOFEC) course of instruction must achieve a minimum final grade of 70 percent in each graded event.

(2) Students enrolled in the Joint Fires Observer Course (JFOC) course of instruction must achieve a minimum final grade of 80 percent in each graded test.

(3) Students enrolled in the Joint Fires Observer Course (JFOC) course of instruction must satisfactorily (GO) complete four of the six summative (practice) CAS mission simulations. Students must also receive a GO on the Final comprehensive CAS mission simulation evaluation. Students who receive a NO/GO on the Final Simulation will be given one retest. Students that receive a NO/GO on any Simulation will be counseled in writing. Students receiving 3 NO/GOs on the summative simulations will be reviewed for dismissal from the course.

b. Academic Records Briefing. All students will be briefed on academic policy and procedure on the first day of class. The brief will cover at a minimum:

(1) Academic requirements for graduation.

(2) Test/Retest Policy.

(3) Class attendance policy.

c. Graduation Policy.

(1) Students who attain the academic standards outlined in this policy letter will be declared graduates of the course in which they are enrolled.

(2) Students relieved from a course of instruction for academic, disciplinary, or professional reasons cannot enroll in the same course in the future without approval of the Commandant, USAFAS.

d. Retest Policy.

(1) Failed Examination. A student who fails an examination will be counseled in writing by the instructor responsible for that block of instruction. The instructor will conduct academic counseling and arrange for re-training of any student who fails an examination. Results of the counseling will be forwarded to the director/deputy director via the senior instructor of the course.

(2) Students will be retrained and authorized one retest on each failed examination. Requests for additional retests will be submitted in memorandum format to the Director, JACI with a complete justification for the exception to policy. The retest will be administered no earlier than the next morning following the failed test.

(3) Students enrolled in the Joint Fires Observer Course (JFOC) course of instruction must satisfactorily complete four of the six summative (practice) CAS mission simulations. Students must also receive a GO on the Final comprehensive CAS mission simulation evaluation. Students who receive a NO/GO on the Final Simulation will be given one retest.

e. Student Attendance Policy.

(1) Students are not authorized to miss scheduled instruction without prior approval. Requests will be submitted in memorandum format. The course manager and/or the senior instructor are the approving authority.

(2) Students missing graded exercises or exams must schedule a makeup through the course manager/senior instructor if any graded events were missed during their absence. A student who fails to makeup an examination will receive a grade of zero.

f. Early Release. A student may be released prior to the official course end date due to compassionate, emergency, or operational reasons. They may be declared a graduate if they have passed all scheduled graded events and demonstrated competence in the course material to the satisfaction of the directorate. The student must complete at least 90 percent of the course. Requests for consideration for early release will be submitted in memorandum format. The Director or Deputy Director, JACI will determine the student's disposition.

g. Officer/Enlisted Classification System. Army students will be awarded a Project Development Skill Identifier (PDSI) upon successful completion of JFOC and JOFEC. Other Service students will receive a memorandum to be presented to their appropriate Service for entry into their training records.

**D-4. STANDARDS AND PROCEDURES.** The standards and procedures established in USAFCOEFS Reg 350-4 will govern test procedures and course administration.

APPENDIX E  
**COURSE CONVENING AND APPELLATE AUTHORITIES**

<b>COURSE/RECOGNITION</b>	<b>COURSE CONVENING AUTHORITY</b>	<b>APPELLATE AUTHORITY</b>
<b>A-1 USAFAS COURSES</b>		
Basic Officer Leader Course Phase II, III	Cdr, 428 <sup>th</sup> FA Bde	Assistant Comdt
Field Artillery Captains Career	Cdr, 428 <sup>th</sup> FA Bde	Assistant Comdt
Field Artillery Captains Career RC	Cdr, 428 <sup>th</sup> FA Bde	Assistant Comdt
FA Targeting Technician WO Advanced	Cdr, 428 <sup>th</sup> FA Bde	Assistant Comdt
Field Artillery Precommand	Cdr, 428 <sup>th</sup> FA Bde	Assistant Comdt
FA OFF Advanced Preparatory-Allied Off	Cdr, 428 <sup>th</sup> FA Bde	Assistant Comdt
FA Targeting Technician WO Basic	Cdr, 428 <sup>th</sup> FA Bde	Assistant Comdt
Target Acquisition WO Basic-RC	Cdr, 428 <sup>th</sup> FA Bde	Assistant Comdt
M109A6 (Paladin) Commander	Cdr, 428 <sup>th</sup> FA Bde	Assistant Comdt
Met Equip Maint – Met Data Systems (ASI-H1)	Cdr, 428 <sup>th</sup> FA Bde	Assistant Comdt
M270A1/Himars Launcher (ASI-H1)	Cdr, 428 <sup>th</sup> FA Bde	Assistant Comdt
Field Artillery Weapons Maintenance (ASI-U6)	Cdr, 428 <sup>th</sup> FA Bde	Assistant Comdt
Bradley Fire Support Vehicle (BFIST) Operator (ASI-D3)	Cdr, 428 <sup>th</sup> FA Bde	Assistant Comdt
Tactical Information Operations	Cdr, 428 <sup>th</sup> FA Bde	Assistant Comdt
Field Artillery Tactical Data Sys Specialist (13D10)	Cdr, 428 <sup>th</sup> FA Bde	Assistant Comdt
Fire Support Specialist (13F10)	Cdr, 428 <sup>th</sup> FA Bde	Assistant Comdt
Multiple Launch Rocket System Crewmember (13M10)	Cdr, 428 <sup>th</sup> FA Bde	Assistant Comdt
MLRS Fire Direction Specialist (13P10)	Cdr, 428 <sup>th</sup> FA Bde	Assistant Comdt
FA Firefinder Radar Operator (13R10)	Cdr, 428 <sup>th</sup> FA Bde	Assistant Comdt
Field Artillery Surveyor (13S10)	Cdr, 428 <sup>th</sup> FA Bde	Assistant Comdt
FA Meteorological Crewmember (13W10)	Cdr, 428 <sup>th</sup> FA Bde	Assistant Comdt
Radar Repairer	Cdr, 428 <sup>th</sup> FA Bde	Assistant Comdt
Electronic Missile Maintenance WOAC	Cdr, 428 <sup>th</sup> FA Bde	Assistant Comdt
Cannon Crewman (USMC)	Cdr, Marine Det	Assistant Comdt
FA Fire Controlman (USMC)	Cdr, Marine Det	Assistant Comdt
Artillery Scout Observer (USMC)	Cdr, Marine Det	Assistant Comdt
Artillery Operations Chief (USMC)	Cdr, Marine Det	Assistant Comdt
Marine Artillery Surveyor (USMC)	Cdr, Marine Det	Assistant Comdt
MAGTF Fire Support Chief (USMC)	Cdr, Marine Det	Assistant Comdt
Marine Artillery Electronics Maint (USMC)	Cdr, Marine Det	Assistant Comdt

<b>COURSE/RECOGNITION</b>	<b>COURSE CONVENING AUTHORITY</b>	<b>APPELLATE AUTHORITY</b>
Field Artillery Master Gunners	Comdt, NCOA	CSM, USAFAS
ANCOC, BNCOC and WLC	Comdt, NCOA	CSM, USAFAS
Joint Operational Fires and Effects (JOFE)	Dir, JACI	Assistant Comdt
Instructor Qualification Course Dir	Dir, QAO	Assistant Comdt

APPENDIX F  
OFFICER STUDENT RETEST/RETRAIN POLICY

**F-1. FAILED EXAMINATION.**

a. A student who fails an examination will receive a verbal counseling and will be counseled in writing by the instructor responsible for that block of instruction. The instructor will then forward the counseling form through the appropriate command channels to the battery commander. A copy of the counseling form for Marine students will be forwarded to the Senior Marine in the Officer Instruction Group.

b. The battery commander will formally counsel all US Army students. The Senior Marine Officer in the respective Officer Instruction Group will counsel USMC students. International military students will be formally counseled by the Chief, International Student Division.

c. Students will be retrained and retested on each failed examination.

**F-2. FAILED EXAMINATION (BOLC III).**

a. The Field Artillery Basic Officer Leader Course III (FA BOLC III) consists of 3 modules of instruction, Fire Support, Fire Direction, and Platoon Leader Module. Each module has several exams as determined by the training battalions. A student must attain 70 percent of the grade points assigned to each module.

b. Students who initially fail a test will receive a verbal counseling, extra instruction, and allowed one retest IAW TRADOC Reg 350-10. If the student fails the retest, he/she will receive a written counseling. The instructor will conduct an academic counseling of any student who double fails an examination and will keep the counseling form on file until the student no longer is assigned to the student battery. A copy of the counseling form for Marine students will also be forwarded to the Commander, Marine Corps Artillery Detachment.

c. Students will be retrained and retested only once on each failed examination.

d. If a student passes their initial **safety exam** with higher than an 80 percent average, no further action is necessary on the student's part.

(1) If a student passes their initial safety exam with higher than a 70 percent, but less than an 80 percent, the student will be afforded the opportunity to retake the exam not more than two more times to achieve an 80 percent. The original score between 70 percent and 80 percent will be entered into the grade sheet for their final standing.

(2) If a student fails their initial safety exam with lower than a 70 percent, the student will be afforded the opportunity to retake the exam not more than once to achieve an 80 percent. Their first re-examination score will be entered into the grade



sheet as a 70 percent, if the student scores any higher than 70 percent, regardless of the score. If the student's first re-examination is lower than a 70 percent, the lower of the first two scores will be entered into the grade sheet as their score, but they will be afforded the opportunity to take the exam a third time to try and achieve 80 percent. If the student's third test is above 80 percent, and their cumulative average is above 70 percent in Gunnery, that student will be allowed to graduate.

(3) If any student is unable to achieve an 80 percent after their second re-examination on the safety exam, that student will be administratively handled as any other recycle student, regardless of their cumulative gunnery average.

**F-3. FAILED MODULE (BOLC III).** Any student who fails to attain 70 percent of the grade points assigned to a module will fail that module. Each student will continue to attend scheduled classes and take exams until the conclusion of their first course attempt. At that time, the battery commander will formally counsel the student and begin a recycle or dismissal packet IAW USAFAS Reg 15-1. The instructors of this student (both fire direction and fire support) will forward all double failure counseling to the battery commander and write letters of recommendation based on their belief as to whether or not they feel the student should receive a recycle, release from active duty (REFRAD), or branch transfer.

**F-4. RETESTING.**

a. Students will be retested only once on each failed exam unless extenuating circumstances are determined to have existed to allow for a second retest. The student will receive mandatory retraining within 3 days of the failed exam. Students will be retested on the next available Saturday after their retraining. If the student passes the retest, 70 percent or better, they receive a 70 percent for that exam in the grade book. If the retest is failed with a lower grade than the initial failure, the lowest of the two failing scores will be the score that will be entered in the grade book and will automatically be removed from class honors consideration. (Example: Student fails the initial exam with a 56 percent. On the retest they score 45 percent. The grade entered in the grade book will be 45 percent.)

b. A student may receive one retest per graded event except under extraordinary circumstances IAW TRADOC Reg 350-10, para 2-9.

c. International military student retests are addressed in paragraph 1-4.

**F-5. TRAINING STATUS.**

a. Students approved for recycle to a subsequent class that has not yet started may continue to attend their original class as "sit ins" without receiving credit. These students will not take any more examinations after they are identified as sit-ins.

b. Any FA BOLC III student that becomes mathematically eliminated from a course will continue on with the course until all graded events are complete. The student will continue to take exams, but will not take retests. Once the student has seen all graded events he/she will report to the battery to await the next available course. At that time, the Cdr, 428th FA Bde will either recycle the student or refer the matter to an Academic Faculty Board.

**F-6. RECYCLED STUDENTS.** Recycle will only be recommended for those students who demonstrate the potential for improvement and subsequent graduation from the course. Army Human Resources Command (HRC) must approve the recycle of any USAR/ARNG (title 10) student attending the course on HRC orders and with federal funding. The appropriate state ARNG joint forces headquarters must approve the recycle of any ARNG student funded by the state ARNG.

**F-7. FACCC PROCEDURES.**

a. FACCC is conducted in five Blocks: Block I (Fundamentals), Block 2 (Fire Support), Block 3 (Field Artillery Operations), Block 4 (Counter-Insurgency Operations) and Block 5 (Battery Command).

b. FACCC recycle request procedures.

(1) Regular Army Student.

(a) Gunnery/Small Group Instructor immediately counsels the student on his/her failure to achieve the course standards IAW USAFAS Reg 1-2.

(b) Gunnery/Small Group Instructor forwards counseling and recommendation to the BC/Senior Instructor at the FACCC.

(c) BC/Senior Instructor counsels the students and ensures there are no extenuating circumstances; advises the student on the recommendation to recycle to the next class; ensures student is enrolled in the next allied prep class; advises the Battalion Commander and Brigade Commander of the student's failure to meet standards.

(d) BC/ senior Instructor forwards the students counseling packet and recommendations to the ACs office for consideration NLT 72 hours from time of failure, the student will be available in case the AC wants to personally question/counsel that individual. This process would take no more than 72 hours to complete.

(e) Students being recycled for Gunnery Block failures will remain in the class until the completion of Gunnery Block instruction or the next allied prep course starts.

(2) Army National Guard Student.

(a) Gunnery/Small Group Instructor immediately counsels the student on his/her failure to achieve the course standards IAW USAFCOEFS Reg 350-4.

(b) Gunnery/Small Group Instructor forwards counseling and recommendation to the BC/Senior Instructor at the FACCC.

(c) BC/Senior Instructor counsels the student and ensures there are no extenuating circumstances; advises the student on the recommendation to recycle to the next class; notifies the ARNG LNO to ensure the State will support a recycle; ensures student is enrolled in the next allied prep class; advises the battalion commander and RCO of the students failure to meet standards.

(d) BC/senior Instructor forwards the students counseling packet and recommendations to the ARNG LNO office for evaluation NLT 72 hours from time of failure; student will be available in case the ARNG LNO wants to personally question/counseling that individual; student will be available in case the AC wants to personally questions/counsel that individual. This process would take no more than 96 hours to complete.

(e) Students being recycled for Gunnery Block failures will remain in the class until the completion of Gunnery Block instruction or the next allied prep course starts.

c. Students who fail a cumulative Block will be retested once and then evaluated for continuation, recycle, or dismissal from the course based on the results of the retest. Students who pass the retest will only receive the point equivalent to 70% for that exam, regardless of the actual retest score. Students who fail a retest with extenuating circumstances may be granted a second attempt as outlined in paragraph B-2 and IAW TRADOC Reg 350-10. If there are no exceptional circumstances that warrant a second retest, the student will be evaluated for recycle, branch transfer or dismissal from the course. Students must also achieve a 70% cumulative average in each of the five Blocks of instruction. A student's failure to accomplish either of these requirements will result in a recommendation for recycle.

#### **F-8. FACCC-RC PROCEDURES.**

a. Reserve Component officers may enroll in a 2-year, three-phased Advanced Course. Phase 1A is an asynchronous instruction provided via the internet; Phase 1B is both synchronous and asynchronous instruction provided via the internet with an instructor online 1-2 weekends a month; Phase 2 is a 2-week resident phase. Phase 1A is designed to be finished within a 1-year time period; Phase 1B is designed to be finished within the first 6 months of the second year; and Phase 2 is designed to be finished during a 2-week period during the last 6 months of the second year.

b. The resident phase is taught in two subject blocks, Gunnery and Fire Support. Exam failures in FACCC-RC are cumulative and carry across blocks of instruction.

c. Students must achieve a minimum of 70 percent in each exam in order to graduate. Students in this course are only authorized one retest. A second exam failure or failure of one retest will leave the student ineligible for graduation. A student failing a third exam or failing a retest will return to their unit. There is no recycle option for FACCC-RC students. USAFAS welcomes a FACCC-RC student to return at a future date if their component will permit.

d. Students must have approval from their component prior to retrain/retest if the process would take them beyond the period stated in their orders. If the component will not extend the orders, then there will be no retest, and the student will be ineligible for graduation.

e. This abbreviated course allows no time to request recycle, retest or continuation, nor is there time to convene a faculty board. Therefore there is no appeal authority.

#### **F-9. WOBC/WOBC-RC/WOAC PROCEDURES.**

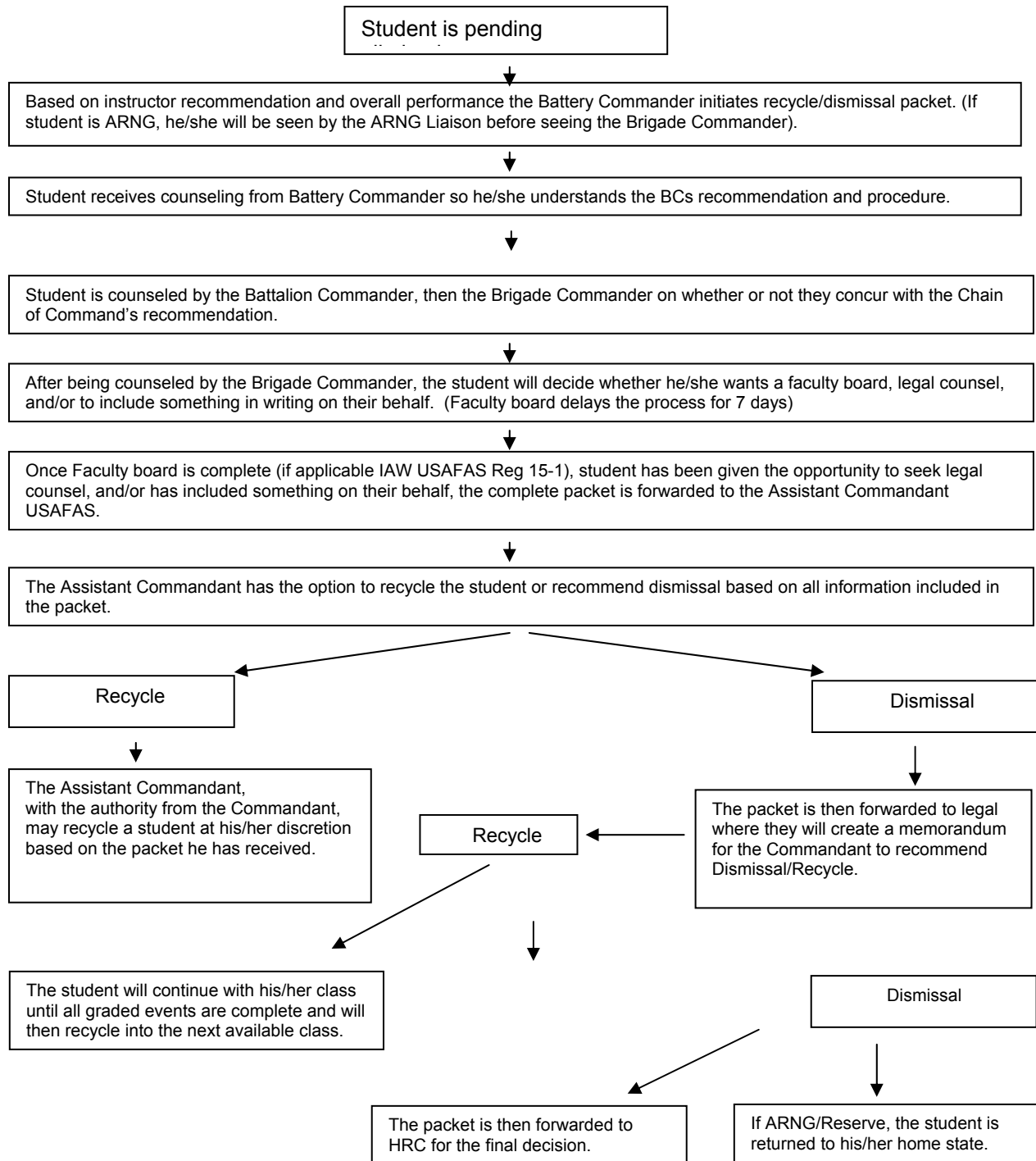
a. Exam failures in WOBC/WOBC-RC/WOAC are cumulative throughout the course.

b. The overall procedures, flow of the request, and retrain/ retest policy are the same as for BOLC III students except, students must pass each exam. WOBC/ WOAC is not taught in modules. Therefore in the WOBC/ WOAC module, the process starts when a student fails an exam, not a module.

c. Students who fail an exam will receive mandatory 4-hour retrain-retest within 3 days, which may be conducted after duty hours. Failure to pass that exam will result in the convening of an ARB. Results of the ARB may be very severe. For a WOBC student [PCS] (does not have branch skill yet), they could be returned to NCO status, or separated from the Army, or in rare cases allowed to continue in the course (even with a failing grade if their overall grade exceeds 90 percent). Due to the short number of classes held annually, they likely will not be retained here for a recycle. For a WOAC student (TDY and return) they will likely get an adverse academic report (1059) and be returned to their unit. In very rare cases they may be allowed to continue in the course if their overall grade average exceeds 90 percent. A decision to retain a student even after a failure is solely reserved for ARB findings.

d. Students who fail a retest with exceptional circumstances may be granted another attempt provided by ARB findings.

**F-10. BOLC III ACADEMIC DECISION PROCESS.** The alignment of the module failure with the convening of a Faculty Board is shown in the following flowchart.



APPENDIX G  
**ENLISTED STUDENT RETEST POLICY**

**G-1. FAILED EXAMINATION.**

a. A student who fails an examination must be counseled by the instructor responsible for that block of instruction. The instructor must consider all factors which may have contributed to the failure and evaluate the student's potential to achieve a passing score on a retest.

b. The instructor will formally counsel any student who fails an examination and forward the counseling statement to the student's battery commander.

c. The battery commander will formally counsel the student. International military students will be formally counseled by the ARNG LNO office.

**G-2. RETEST.**

a. Training battalions will ensure students being retested are provided any required retraining.

b. Retests will be administered within 3 working days from failure.

c. A student will receive only one retest per graded event and no more than three graded retests during a course.

d. International military student retests are addressed in paragraph 1-4.

e. When a student fails a retest or a third test, the instructor will recommend to the student's chain of command one of the following:

(1) Recycle.

(2) Relief from the course.

(3) Reclassification.

f. Students pending disposition will continue to attend training with their class until final decisions are made.

**G-3. RECYCLE.**

a. Training battalions will recommend recycle only for those students who demonstrate the potential for improvement and subsequent graduation from the course.

b. Students will be recycled back to class at the start of the block, which they failed.

c. If a recycled student fails a test on the same material for which they were recycled, they will not be offered a retest except by the training battalion commander.

d. For AIT students, the instructor will forward a recommendation to the CCA via his chain of command, and the CCA will make final disposition.

APPENDIX H  
**MARINE CORPS STUDENT  
RETEST POLICY**

**H-1. REFERENCES.**

- a. SECNAVINST 1920.6A.
- b. MCO P1900.16D.
- c. Detachment Order 1550.1C, 28 Jun 96.

**H-2. PURPOSE.** To provide academic policy for the administration, recycling, and/or relief of Marine Corps students attending courses at the U.S. Army Field Artillery School, Fort Sill, Oklahoma.

**H-3. BACKGROUND.** The detachment is responsible for monitoring the academic progress of Marines attending courses of instruction at Fort Sill. Marines attending these courses must meet minimum academic requirements in order to graduate. The academic requirements for students attending courses for which the Army is the proponent are prescribed in this regulation. The academic standards for students attending courses for which the Marine Corps is the proponent are prescribed in Detachment Order 1550.1. When a student does not maintain an academic record consistent with achieving course standards or fails to meet course standards, a determination must be made for the academic and administrative disposition and processing of that student.

**H-4. ACADEMIC STANDARDS FOR MARINE CORPS COURSES.** Students enrolled in any course for which the Marine Corps is the proponent must achieve a minimum final grade of 70 percent in each graded event and/or a "Go" in all Go/No Go graded events in order to graduate (for the MCCC course only). In all other Marine courses, the students must achieve a minimum final grade of 80 percent. A student will receive only one retest per graded event and no more than two retests during a course. When a student fails a retest or a total of three exams, the student will be referred to an Academic Review Board.

**H-5. ACADEMIC REVIEW BOARD (ARB).**

a. Frequency. An ARB will be convened upon the occasion of a failure of a retest, the cumulative failure of three exams, failure to achieve an 80 percent cumulative average at the end of all graded events, or failure to achieve 80 percent on the safety exam after three attempts.

b. Purpose. The ARB will discuss facts concerning the student's academic deficiency and make recommendations to the GCMCA regarding the student's disposition.



c. **Applicability.** An ARB will be convened in the case of officer students enrolled in any course.

d. **Composition.** An ARB will be composed of an odd number of, but no less than three, commissioned officers. At least one member will be a field grade officer. In the event the student is a warrant officer, one of the members of the board will be a warrant officer senior to the student. Where the Respondent is a minority, female, and/or Reserve Component member, the ARB composition will reflect such membership. The senior officer will preside.

e. **Conduct of Academic Review Board Processing.** The members of the ARB will review the academic performance of the student, receive an assessment from the student's instructor(s) and/or faculty advisor, interview the student, and obtain any other relevant information that may be applicable. Based upon information ascertained and consistent with the provisions of references (b) and (c), the board will make findings of fact concerning the student's academic deficiency and potential and make recommendations to the Commanding Officer, and U.S. Marine Corps Artillery Detachment, where applicable, concerning disposition.

f. **Report of Academic Review Board Proceedings.** A written report containing the findings and recommendations of the ARB will be prepared and submitted to the Commanding Officer, U.S. Marine Corps Artillery Detachment by the senior member of the board. The Administrative and Civil Law Division, Office of the Staff Judge Advocate, will review all ARB recommendations prior to presentation to the GCMCA unless the student has waived the ARB and the AC is recycling the student to the next course.

**H-6. PROCEDURES.** Instructors and faculty advisors are in the best position to assess a student's academic progress and potential. In addition to providing instruction, it is their responsibility to provide guidance, counsel, and appropriate redemption. When a student fails to make satisfactory progress or to meet the requirements for graduation, the assessment of the instructor and the faculty advisor will be given significant weight in determining the student's disposition. Students who fail to meet prescribed academic standards will be referred for academic review as outlined below:

a. **USAFAS Entry Level Enlisted Courses.** When an enlisted Marine enrolled in an entry-level course fails to meet course standards, the senior Marine officer in the training battalion responsible for the course will review the student's performance. The senior Marine officer may either authorize recycle of the student or recommend redesignation or administrative separation to the Commanding Officer.

b. **Post-Entry Level Enlisted Courses.** Enlisted Marines who fail to meet course standards in post-entry level courses will be referred to the Commanding Officer for disposition.

c. Officers. Marine Corps officers who fail to meet course standards will be referred to the Commanding Officer, U.S. Marine Corps Artillery Detachment for disposition.

#### H-7. ADMINISTRATION.

a. Automated Instructional Management System (AIMS). The detachment commander will approve all recommendations for RECYCLE, TURNBACK, and RELIEF of all Marine students. Prior to initiating an AIMS request for any of these actions, the senior Marine in each proponent training battalion will carefully review each case. After this review, an AIMS message from the training battalion to the detachment commander may be transmitted.

b. Service Record Book (SRB) Entries.

(1) Make the following SRB, page 11, entry when a Marine is RECYCLED/TURNBACK for the first time:

\_\_\_\_\_. Counseled this date concerning scholastic deficiencies while attending the \_\_\_\_\_ which have resulted in academic recycle to the next scheduled class. These deficiencies are: substandard performance by failing to achieve academic course standards, despite retesting. Such performance indicates a lack of adequate study habits, poor initiative, and/or an inability to grasp the subject matter. I understand that this academic recycling is to allow me the opportunity to overcome these deficiencies. I have been advised that appropriate corrective action requires successful completion of all course prerequisites. I understand assistance is available through my instructors (this includes any additional instruction that I may request), the senior instructors, and my chain of command. I am advised that these deficiencies could result in relief from the course and that this may result in loss of enlistment incentives. I am also advised that failure to take corrective actions could result in administrative separation or limitation on future service. I was advised that within 5 working days after acknowledgment of this entry a written rebuttal could be submitted and that such a rebuttal will be filed on the document side of the service record. I choose (to) (not to) make such a statement.

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(2) Make the following SRB, page 11, entry when a Marine is RELIEVED from a course:

\_\_\_\_\_. Counseled this date concerning continuing academic deficiencies and substandard performance. Despite extra instruction, I have failed to meet minimum academic standards. I understand that as a result, I am being relieved from training leading toward MOS\_\_\_\_\_ and will begin training for MOS\_\_\_\_\_. I understand all enlisted incentives for MOS\_\_\_\_\_ are forfeited. I am advised that should I fail to meet minimum academic standards during \_\_\_\_\_ MOS training that I may be

subject to administrative separation for substandard performance. I understand that corrective action required is to meet minimum academic standards. I am advised that assistance is available through extra instruction by instructors, the chain of command, and through increased self-study. I was advised that within 5 working days after acknowledgment of this entry a written rebuttal could be submitted and that such a rebuttal will be filed on the document side of the service record. I choose (to) (not to) make such a statement.

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The proponent agency of this regulation is the Directorate of Training and Doctrine (DOTD). Users are invited to send comments and suggested improvements to the, Directorate of Training and Doctrine (DOTD), ATSF-D, Fort Sill, Oklahoma 73503.

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