



DEPARTMENT OF THE ARMY
ARMY BANDS NONCOMMISSIONED OFFICER ACADEMY
1420 GATOR BOULEVARD
JOINT EXPEDITIONARY BASE LITTLE CREEK, VA 23459-2617

ATSG-SMN (800D-100)

4 January 2024

MEMORANDUM FOR All NCO Academy Personnel

SUBJECT: Policy Memorandum # 2 – Academic Review Board (ARB)

1. References.

- a. Army Regulation 350-1, Army Training and Leader Development.
- b. Senior Leaders Course (SLC) 4-42-C46 and C-42-C46 (RC) Individual Student Assessment Plan (ISAP).
- c. Advanced Leaders Course (ALC) 4-42-C45 and C-42-C45 (RC) ISAP.

2. Purpose. The purpose of an ARB is to determine a student's fitness to continue in the course of enrollment. Board members develop courses of action and present recommendations to the NCOA Commandant, who is the final decision authority.

3. Scope. This policy applies to Soldiers attending Army Bands NCOA courses who are at risk of failing or marginally achieving course standards.

4. Board membership. Every ARB will include the NCOA Commandant, Deputy Commandant, Primary Small Group Leader (SGL) from the specific course, and (if applicable), the Senior Instrumental Instructor.

5. Instigating factors.

- a. Cadre will initiate ARB proceedings when a student is in danger of failing to meet course standards.
- b. Cadre may initiate ARB proceedings when a student is in danger of marginally achieving course standards.
- c. Students are allowed one (1) retest for body composition standards. Students who fail to meet body composition standards on the retest are not entitled to an ARB.

6. Holistic approach to deliberations. Board members will consider a student's overall attitude, work ethic, and demeanor throughout the course when developing courses of action and recommendations. The following documents will guide their deliberation and course of action development:

- a. Leadership Checklist Assessment
 - b. Academic record (including but not limited to assessment forms associated with any lesson in any course module)
 - d. Counseling forms
 - e. Class participation
 - f. Student testimony (written statement of background or other information that the student feels is pertinent to the board's deliberations)
6. The primary SGL will notify the student, in writing, of ARB initiation. For a detailed description of the ARB process, see the Individual Student Assessment Plan.
7. Point of contact for this memorandum is the NCOA Deputy Commandant, MSG Boyle, at 757-462-5680 or scott.t.boyle.mil@army.mil.

A handwritten signature in black ink, appearing to read 'D. Welch', with a long horizontal flourish extending to the right.

DANIEL P. Welch
CSM, USA
Commandant