



**DEPARTMENT OF THE ARMY  
UNITED STATES ARMY NONCOMMISSIONED OFFICER ACADEMY  
FORT SILL, OKLAHOMA 73503-5600**

ATSF-W

7 June 2011

MEMORANDUM FOR All Personnel, Assigned or Attached to the USA NCO Academy, Fort Sill, Oklahoma, 73503

SUBJECT: NCO Academy Policy Letter # 18, Relief of Noncommissioned Officers

1. The purpose of this policy memorandum is to reinforce and supplement the established guidelines for the relief of noncommissioned officers as set out in Army Regulation (AR) 623-3, Noncommissioned Officer Evaluation Reporting System, and AR 600-20, Army Command Policy.

2. Every relief action must be fully documented and expeditiously processed to ensure that it is accomplished in a fair, yet timely manner.

a. In cases of demonstrated inefficiency or unacceptable duty performance:

(1) The individual's immediate supervisor will conduct initial counseling. The supervisor will apprise the Soldier of his/her deficiencies and offer recommended action to improve duty performance. A record of counseling will be reviewed by the First Sergeant/School Chief or Deputy Commandant and will be maintained by the 1SG/School Chief.

(2) If no improvement is noted within two weeks of the initial counseling, follow-up counseling will be conducted by the School Chief in the presence of the supervisor. The 1SG/School Chief and Commandant will advise the NCO that his/her duty performance is unacceptable and that he/she has 30 days to take action to correct noted deficiencies. This counseling will be detailed as possible, covering all known shortcomings, and will offer definitive suggestions, not generalities, on how to improve duty performance. The 1SG/School Chief will file the record of counseling, and a copy presented to the Soldier.

(3) At the end of the 30-day period, if the noncommissioned officer's duty performance is still below acceptable standards, he/she will again be counseled following procedures outlined in para 2a (2) above by the Deputy Commandant and/or the Commandant and will again be given 30 days to bring duty performance up to an acceptable level.

(4) After the second 30 days, if performance of duty continues to be unacceptable, either the Deputy Commandant or the Commandant will inform the noncommissioned officer both orally and in writing, of the continued shortcomings and which of the following options he/she intends to exercise:

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(a) Retain the noncommissioned officer while continuing to monitor progress and offering additional guidance on duty performance.

(b) Effect or recommend immediate relief. (See para 3, Authority to Relieve).

b. In cases of intentional misconduct or willful neglect:

(1) Counseling procedures outlined in para 2a above will be followed when intentional misconduct or willful neglect is not of such severity as to warrant immediate suspension from duties. This includes violations of instructor qualifications as outlined in appropriate regulations. However, this does not preclude immediate initiation of judicial or non-judicial action where warranted.

(2) If considered essential by the Commandant, a noncommissioned officer may be immediately suspended, but not relieved from duty, pending investigation of an incident involving intentional misconduct or willful neglect. The difference is more than semantics since suspension can be effected by the Commandant, regardless of the noncommissioned officers rank, and relief involves a number of administrative actions not applicable to suspension.

(a) When suspended from duty, the individual will be informed of the basis for the action, including all allegations leading to the suspension.

(b) Once the facts have been established, and it is determined that relief is appropriate, the Commandant will affect the relief, or recommend relief to the appropriate higher authority. The noncommissioned officer will be informed of this decision both orally and in writing.

(c) Although the steps outlined in paras 2a and 2b above are procedures to be employed under ordinary circumstances, they are not intended to preclude immediate relief of an NCO when a situation is of such gravity that it warrants immediate action. In cases of this nature, both the basis for the relief and the reasons why procedures established in this policy could not be followed will be fully documented and forwarded to the next higher commander.

3. Authority to Relieve. For Small Group Leaders, SSG or SGT, relief action is vested in the 1SG/School Chief; for Senior Small Group Leaders, SFC or SSG, relief action is vested in the Deputy Commandant or Commandant. The decision to relieve a Master Sergeant, First Sergeant, Sergeant Major or Command Sergeant Major must be approved by the Commanding General, Fort Sill.

4. After a relief has been effected, a NCOER will be submitted.

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5. The intent of this policy is to establish the minimal acceptable steps for making the best effort to ensure the success of each noncommissioned officer.



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Commandant