



REPLY TO
ATTENTION OF

**DEPARTMENT OF THE ARMY
UNITED STATES ARMY NONCOMMISSIONED OFFICER ACADEMY
BUILDING 3662, SWARTZ ROAD
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 #9, ACADEMIC EVALUATION REPORT STANDARDIZATION-ALC AND SLC

1. **PURPOSE:** This policy Memorandum establishes a standardized method for preparing DA Form 1059, Academic Evaluation Report (AER) for both the Advanced Leader Course (ALC) and the Senior Leader Course (SLC). It covers ALC and SLC and is based on the Course Management Plans (CMP) for each of the schools/classes issued by the Air Defense Artillery and Field Artillery proponents.
2. **GENERAL:** Preparations, checks, reviews and accuracy of Academic Evaluation Reports (AER) for the students during their attendance at this Noncommissioned Officer Academy is very important to me. The preparing official (Rater) must exercise the same care and attention in preparing the AER as in the Noncommissioned Officer Evaluation Report (NCOER).
3. **RESPONSIBILITIES:**
 - a. The Small Group Leader (SGL) or Senior Small Group Leader (SSGL) is the preparing Official (Rater) for students assigned to their class.
 - b. The Senior Small Group Leader (SSGL) and the School Chief/1SG are responsible for the timely and accurate preparation of the AER. AERs will be submitted to the Reviewing Official for final signature NLT 1500 hours the day prior to graduation.
 - c. The Commandant or his authorized representative is the reviewer for all AERs.
 - d. All DA 1059s will be reviewed by SSGLs and School Chiefs prior to their submission to the Chief of Training (COT) office for final review.
4. **PROCEDURES:** All Raters will prepare the AER in accordance with the standards published in AR 623-3, dated 10 August 2007, and the policy set forth in this memorandum. SSGLs and School Chiefs will ensure that all AERs meet the standardization guidelines published in this memorandum.

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5. INSTRUCTIONS:

NOTE: See Enclosure 1: DA Form 1059 Academy Checklist

- a. Date Block. Ensure the date on top of the DA Form 1059 reflects the course end date listed on ATRRS. Date format is YYYYMMDD. Unless the student is granted an early graduation date from the course.
- b. Block 1. Ensure student's name is in proper format (LAST, FIRST M.) all capital letters. No punctuation is placed after the student's first name. If student has a suffix (i.e. JR, SR or III), a period will be placed after their middle initial (if applicable) but no punctuation will be placed after the suffix.
- c. Block 2. Verify student's **FULL** SSN (123-45-6789) from the ATRRS roster **ONLY**. **DO NOT verify SSN from class roster or database.**
- d. Block 3. Record student's correct rank. i.e.: SGT, SSG, SFC.
- e. Block 4. Is to be left blank for all enlisted members.
- f. Block 5. Input student's 4-digit MOSC. Ensure last digit reflects their Skill Level. ie: SGT-2 (13D2), SSG-3 (14S3), SFC-4 (13M4).
- g. Block 6. Annotate the specific course name, school, followed by the class number. Place a comma after the specific course title, and after the school, followed by the five-digit class number. Correct course titles and formats are listed below:

Course Titles, ALC:

13B30-C45 "FA Cannon Section Chief, ALC, XXX-XX"
13M30-C45 "MLRS Section Chief, ALC, XXX-XX"
13P30-C45 "MLRS OPNS/Fire Direction Specialist, ALC, XXX"
13R30-C45 "FA Radar Section Chief, ALC, XXX-XX"
13D30-C45 "FA Tactical Data System Specialist, ALC, XXX-XX"
13F30-C45 "Fire Support Sergeant, ALC, XXX-XX"
13T30-C45 "FA Surveyor/Meteorologist Crewmember, ALC, XXX-XX"
0-14-C45 "Air Defense Artillery, ALC, XXXXXXXXXXXXXXXX"

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Course Titles, SLC:

- 13B40-C46 "FA Platoon Sergeant, SLC, XXX-XX"
- 13M40-C46 "MLRS Platoon Sergeant, SLC, XXX-XX"
- 13P40-C46 "MLRS Operations Fire Direction Specialist, SLC, XXX-XX"
- 13R40-C46 "FA Senior Radar/Targeting Sergeant, SLC, XXX-XX"
- 13D40C46- "FA Tactical Data System Specialist, SLC, XXX-XX"
- 13F40-C46 "Fire Support Sergeant, SLC, XXX-XX"
- 13T40-C46 "FA Surveyor/Meteorological Crewmember, SLC, XXX-XX"
- 0-14-C46- "Air Defense Artillery, SLC, XXXXXXXXXXXXXXXX"

h. Block 7-8. Name of School.

(1) Annotate one of the following in Block 7:

ALC, USANCOA, Fort Sill, OK 73503

Or

SLC, USANCOA, Fort Sill, OK 73503

(2) In Block 8, annotate the student's Component Code, RA, ARNG, or USAR.

i. Block 9. If student is receiving a Referred Report, place an "X" in the **first box** and an "X" in the "No" block; unless student wishes to make a comment. Then place an "X" in the "Yes" block.

j. Block 10. Record the "From" and "Thru" dates in the YYYYMMDD format. The dates are the "Start Date" and "End Date" from ATRRS. The end date/thru dates will match the date recorded in the top right block of the DA Form 1059, **unless the student is granted an early graduation date from the course.**

k. Block 11. Rate only one item in this block.

(1) Performance Summary.

NOTE: There is no rating entered in this block for students who are administratively dismissed from the course. **Block No.14 will be use for comments.**

(2) **EXCEED COURSE STANDARD** (will not exceed 20% of the class enrollment IAW AR 623-3). The following guidelines represent the minimum considerations for the rating:

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- i. Displayed superior performance, Army Values, and the “Whole Soldier Concept” throughout the course.
- ii. Received a first time “GO” on all examinations/performance evaluations and has an overall academic average of 90% or higher.
- iii. ALC and SLC students must receive a SUPERIOR performance rating in **Leadership Skills** (Block 12c) and **Evaluation of Student’s Research Ability** (Block 12e) of the DA Form 1059.
- iv. Received **no** derogatory counseling statements throughout the course to include inspection results.
- v. Met body fat composition standards IAW AR 600-9, dated 2 April 2007, during initial screening. (If student failed initial body fat composition screening but passed subsequent screening, he/she **CANNOT** receive EXCEEDS COURSE STANDARDS rating).
- vi. Participated in all School activities.

NOTE: Individuals qualifying under Distinguished Honor Graduate / Honor Graduate criteria (Policy Letter #12) receive first consideration in determining 20% limit for Exceeding Course Standards rating.

(3) **ACHIEVED COURSE STANDARD** For students who achieve course standards but do not meet the above criteria, the following guidelines represent the minimum considerations for this rating:

- i. **Has an overall academic average of 70% or higher for (ADA) course and 80% or higher for (FA) courses** on all examinations and performance evaluations.
- ii. Students who fail initial body composition screening IAW AR 600-9, but pass subsequent body composition screening. **ARE NOT ELIGIBLE FOR HONORS.**
- iii. Receive **no more than two** adverse developmental counseling (neither for the same offense; excludes counseling for academic shortcomings).
- iv. Achieved as a minimum, a satisfactory rating in “Demonstrated Abilities”, Block 12, of the DA Form 1059.

(4) **MARGINALLY ACHIEVED COURSE STANDARDS** a student will marginally achieve course standards if any of the following apply:

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- i. Failed both initial and subsequent body composition screening IAW AR 600-9, 350-1, ALARACT Message # 046-2007.
- ii. Those students who fail a primary examination and pass the retest in courses with only one examination or failure of two primary examinations (Ref appropriate Course management Plan CMP).
- iii. Students who receive **TWO** derogatory counseling statements for the same offense will be referred to the Commandant for dismissal consideration. Students who receive **THREE or more** adverse counseling's, regardless of the offence(s), will be referred to the Commandant for dismissal considerations.
- iv. Air Defense students who receive a "NO-GO" on **two or more** "Leadership Performance Evaluations."
- v. Fail to participate in class activities, including but not limited to small group discussions, Research, community projects, and any other tasks or events assigned by the school of SGL.

(5) FAILED TO ACHIEVE COURSE STANDARD criteria.

- i. Students who receive a final "NO-GO" on any of the written examination initial and retests.
- ii. Students who receive a final "NO-GO" on any performance evaluation.
- iii. Student is dismissed from the course for disciplinary reasons or violations of the standards of conduct.
- iv. Student is dismissed from the course for plagiarism of an essay or any written assignment.
- v. Student is dismissed for turning in work that is not their own (cheating).
- vi. Students who received **two** derogatory counseling statements for the same offense, and the Commandant determined to dismiss student from course for severity of incident(s).
- vii. Received **three or more** derogatory counseling statements, regardless of the offense(s), and the Commandant determines to dismiss student from course for severity of incident(s).

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I. Block 12. "Demonstrated Abilities" criteria:

(1) "WRITTEN COMMUNICATIONS" criteria.

(2) "ORAL COMMUNICATIONS" criteria: Ratings must follow guidance as prescribed in the appropriate CMPS. Place an "X" in the appropriate block based on the following guidelines:

a. SUPERIOR-The student must:

- i. Properly articulate thoughts & information above that of their peers.
- ii. Received a first time "GO" on all oral communication evaluations.
- iii. Receive **no** derogatory counseling statements for their performance.

b. SATISFACTORY-The student must:

- i. Achieved an overall "GO" on all oral communication evaluations.
- ii. Receive **no** derogatory counseling statements for their performance and **no** "NO GO" ratings on any oral communication requirements during the course.

c. UNSATISFACTORY-The student must:

- i. Receive no more than one derogatory counseling statement for poor oral communication skills, based on serenity (i.e. Excessive use of profanity, distinctiveness, or voice control).
- ii. Should a student receive a "NO-GO" rating for any oral communication evaluations, they may receive a "Failed to Achieve Course Standards" and be dismissed from the course.

(3) "LEADERSHIP SKILLS" criteria. Place an "X" in the appropriate block based on the following guidelines:

a. SUPERIOR-The student must:

- i. Receive **no** adverse developmental counseling
- ii. Receive first time "GOs" on all his/her Leadership Performance Evaluations

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- iii. Student **MUST pass the initial body composition screening** in order to receive a superior rating.
- b. **SATISFACTORY**-The student must:
 - i. Received an overall academic average of 70 to 89.9% for ADA and 80-89.9% for FA.
 - ii. Receive **no more than two** derogatory counseling statements for his/her performance for the same offense.
- c. **UNSATISFACTORY**- The student must:
 - i. Receive **more than two** derogatory counseling statements for his/her performance in a Leadership position.
 - ii. Display a lack of motivation, discipline, Military bearing and personal conduct or fails to support the Army Values.

(4) "CONTRIBUTION TO GROUP WORK" criteria. Place an "X" in the appropriate block based on the following guidelines:

- a. **SUPERIOR**-The student must:
 - i. Received **no** adverse developmental counseling related to poor class participation, disruptive behavior and failure to complete reading/homework assignments.
 - ii. Consistently participates in classroom discussions and projects above and beyond that of their fellow students.
 - iii. Takes the initiative in providing assistance to fellow students in understanding difficult points without being asked to do so. This is based on SGL observations.
- b. **SATISFACTORY**-The student must:
 - i. Received **two or more** adverse developmental counseling relating to poor class participation, disruptive behavior, etc.
 - ii. Made an effort to actively participate in classroom discussions.
- c. **UNSATISFACTORY**- The student must:
 - i. Received **three or more** adverse developmental counseling's relating to class

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participation, e.g. poor participation, disruptive behavior, failure to complete homework assignments.

ii. Failed to be a team player during class or other small group activities.

(5) "EVALUATION OF STUDENT'S RESEARCH ABILITIES" criteria. Place an "X" in the appropriate block based on the following guidelines:

- a. SUPERIOR-The student must: Achieve a grade point average (GPA) of 90.0% or higher on all written and hands-on examinations, first time "GO" on evaluations.
- b. SATISFACTORY-The student must: Achieve a grade point average (GPA) between 70.0% to 89.9% for ADA and 80-89.9% for FA on all written or hands-on examinations.
- c. UNSATISFACTORY- Student receives less than 70.0% for ADA and 80% for FA on any initial or retested written or hands-on examinations. Students who receive **two or more** derogatory counseling statements for failure to complete reading/homework assignments or failure to prepare for class.

m. Block 13 (Academic Potential). This portion of the evaluation strictly addresses the student's academic potential for other schooling/training. A rating of "NO" constitutes a referred report and comments must be specific and fully explained in Block 14. Use "N/A" only if the evaluation is not possible which is dependent upon the time frame the student is released. See the COT for guidance before rating this block "N/A," or "NO" response in Block 13 of the

AER will be specifically referenced by a numbered bullet (with numeral 13) in Block 14. Fully support the reasons for his/her failure to demonstrate academic potential for further schooling.

NOTE: See Enclosure 2: Action Verb Examples and Enclosure 3: Standard Bullets.

n. Block 14 (Comments). Comments supporting Block 11 and 12 must be in a narrative format in this block.

(1) Start off reference block 11 on the second line in block 14. This bullet must support the rating given in block 11. Example (two spaces Leadership Award recipient, Master War Fighter) and other honors Soldiers achieve can be added. This will allow for more ratings for Soldiers deserving them.

(2) Begin the 12B comment 2-lines down from the previous bullet. Label this comment 13B, leave 2-spaces, place a small "o", leave 2-spaces and then start bullet comment.

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- (3) The bullet must start with an action verb and start with a lower case letter, unless using a title (ie: Commandant's, Distinguished, Honor, Master, Soldier's)
- (4) Follow the same guidelines for bullets supporting 12C and 12D.
- (5) Comments are required for Superior and Unsatisfactory ratings in Block 12B through 12D.
 - o. Block 14 (Height/Weight data). Annotate Height/Weight Data: Start the bullet two lines from the bottom of Block 14 and 2-spaces from the right margin line in the following format: 2-spaces, HT/WT, 2-spaces, "YES" or "NO.
 - p. Block 14 (ARNG ONLY). If student is ARNG, annotate their respective states Adjutant information and mailing address as follows:

NOTE: See Enclosure 4: State Adjutant information

(1) Line 1:

- a. Start 4-lines from bottom of Block 14 and all the way to the left. Line one should read "ADJUTANT OF (STATE)".
- b. 5-spaces from longest line of State information start student's unit address. i.e.: HHS, 1ST BN, 33RD FA

(2) Line 2:

- a. Directly under line 1, annotate proper State Adjutant mailing address.
- b. If this line is the longest, start the student's line 2 of unit address 5-spaces from end of State Adjutant street address.

(3) Line 3: CITY, STATE and ZIP CODE of State Adjutant address. This line should be on the same line as the APFT and HT/WT data.

Army Reserve Students: If student is USAR, annotate the following address in the same area of the DA Form 1059 as the National Guard Adjutant Address:

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US Army Human Resources Command-
St. Louis
ATTN: AHRC-PAV-EO
1 Reserve Way
St. Louis, MO 63132-5200

q. Block 15a through 15c: The rater and reviewer names will be in all capital letters, "First M. Last, Rank, USA, Job Title". (Ex: BILL J. SMITH, SSG, USA, Small Group Leader) All dates will match "Thru" date in Block 10 and date on top right of DA 1059. **If a Soldier Graduates or is Dismissed prior to the last date of the Course, the dates block will reflect the day of departure i.e. early graduate. All Dates in Block 10 will reflect the actual days the student attended the course.** Format will be YYYYMMDD.

NOTE: If Report is referred, the School Chief will be the rater and the Commandant will be the reviewing officer. For all other reports, SGL or SSGL can be the rater and School Chief can be the reviewing officer.

6. REFERRED REPORTS.

- a. If a student has a "NO" response for Height/Weight. The rater will place an "X" in Block 11c "Marginally Achieved Course Standards" and a supporting Comment in Block 14.
- b. Referred reports will be processed IAW AR 623-3.
- c. The USANCOA, Ft Sill OK. Commandant will be the Reviewing Officer on **ALL** referred AERs.
- d. The respective School Chief/First Sergeant will be the rater for **ALL** referred AERs.

NOTE: Mobile Training Teams (MTT) Senior Small Group Leaders (SSGL) may sign as the Reviewing Officer for DA Form 1059 if the course is taught away from Fort Sill.

Encl

- 1- DA Form 1059 Academy Checklist
- 2- Action Verb Examples
- 3- Standard Narrative Comments
- 4- State Adjutant Information


BRYAN A. PINKNEY
CSM, USA
Commandant

A
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identified
illustrated
inlaid
inputted
instills
instrumental
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leads
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listened
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used
utilized
V
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verified
W
weighed
withstood
withstands

ADJUTANT OF ALABAMA
P.O. BOX 3771
MONTGOMERY, AL 36109-0711

ADJUTANT OF ALASKA
P.O. BOX 5800
FT. RICHARDSON, AK 99505-5800

ADJUTANT OF ARIZONA
5636 EAST MCDOWELL RD.
PHOENIX, AZ 85008-3495

ADJUTANT OF ARKANSAS
CAPMROBINSON
NORTH LITTLE ROCK, AR 72199-9600

ADJUTANT OF CALIFORNIA
9800 S. GOETHE RD.
SACRAMENTO, CA 95826-9101

ADJUTANT OF COLORADO
6848 SOUTH RESERVE PARKWAY
EHGLEWOOD, CO 80112-6703

ADJUTANT OF CONNECTICUT
360BROAD ST
HARTFORD, CT 06105-3795

ADJUTANT OF DELEWARE
FIRST REGIMENT RD.
WILMINGTON, DE 19808-2191

ADJUTANT OF DISTRICT OF COLUMBIA
2001 EAST CAPITOL ST
WASHINGTON, DC 20003-1719

ADJUTANT OF FLORIDA
P.O. BOX 1008 ST.
AUGUSTINE, FL. 32085-1008

ADJUTANT OF GEORGIA
P.O. BOX 17965
ATLANTA, GA 30316-0965

ADJUTANT OF GUAM
430 ARMY DRIVE, BLDG 300
BARRIGADA, GU 96913-4421

ADJUTANT OF HAWAII
3949 DIAMOND HEAD RD
HONOLULU, HI 96816-4495

ADJUTANT OF IDAHO
4040 W. GUARD ST
BOISE, ID 83705-5004

ADJUTANT OF ILLINOIS
1301 NORTH MACARTHUR BLVD
SPRINGFIELD, IL 62702-2399

ADJUTANT OF INDIANA
2002 SOUTH HOLT RD
INDIANAPOLIS, IN 46241-4839

ADJUTANT OF IOWA
7700 NW BEAVER DR
JOHNSTON, IA 50131-1902

ADJUTANT OF KANSAS
2800 SW TOPEKA BLVD
TOPEKA, KS 66611-1287

ADJUTANT OF KENTUCKY
100 MINUTEMAN PARKWAY
FRANKFORT, KY 40601-6168

ADJUTANT OF LOUISIANA
304 F ST.
PINEVILLE, LA 71360

ADJUTANT OF MAINE
CAMP KEYES
AUGUSTA, ME 04333-0033

ADJUTANT OF MARYLAND
5TH REGIMENT ARMORY
BALTIMORE, MD 21201-2288

ADJUTANT OF MASSACHUSETTS
50 MAPLE ST
MILFORD, MA 01757

ADJUTANT OF MICHIGAN
3411 N. MARTIN LUTHER KING BLVD
LANSING, MI 48906-2934

ADJUTANT OF MINNESOTA
20 WEST 12TH ST
ST PAUL, MN 55155-2098

ADJUTANT OF MISSISSIPPI
1410 RIVESIDE DR.
JACKSON, MS 39202

ADJUTANT OF MISSOURI
2302 MILITIA DR
JEFFERSON CITY, MO 65101-1203

ADJUTANT OF MONTANA
P.O.BOX 4789
FORT HARRISON, MT 59636-4789

ADJUTANT OF NEBRASKA
1300 MILITARY RD
LINCOLN, NE 68508-1090

ADJUTANT OF NEVADA
2460 FAIRVIEW DR
CARSON CITY, NV 89701

ADJUTANT OF NEW HAMPSHIRE
4 PEMBROKE RD
CONCORD, NH 03301-5353

ADJUTANT OF NEW JERSEY
101 EGGERT CROSSING RD
LAWRENCEVILLE, NJ 08648-2805

ADJUTANT OF NEW MEXICO
47 BATAAN BLVD
SANTA FE, NM 87505-4695

ADJUTANT OF NEW YORK
330 OLD NISKAYUNA RD
LATHAM, NY 12110-2224

ADJUTANT OF CAROLINA
4105 REEDY CREEK RD
RALEIGH, NC 27607-6410

ADJUTANT OF NORTH DAKOTA
P.O. BOX 5511
BISMARCK, ND 58506-5511

ADJUTANT OF OKLAHOMA
3501 MILITARY CIRCLE
OKLAHOMA CITY, OK 73111-4398

ADJUTANT OF OREGON
P.O. BOX 14350
SALEM, OR 97309-5047

ADJUTANT OF PENNSYLVANIA
BUILDING SO47 FISHER AVE
ANNVILLE, PA 17003-5002

ADJUTANT OF PUERTO RICO
P.O.BOX 9023786
SAN JUAN, PR 00902-3786

ADJUTANT OF RHODE ISLAND
645 NEW LONDON AVE
CRANSTON, RI 02920-3097

ADJUTANT OF SOUTH CAROLINA
1 NATIONAL GUARD RD
COLUMBIA, SC 29201-4766

ADJUTANT OF SOUTH DAKOTA
2823 WEST MAIN ST.
RAPID CITY, SD 57702-8186

ADJUTANT OF TENNESSEE
P.O.BOX 41502
NASHVILLE, TN 37204-1501

ADJUTANT OF TEXAS
P.O.BOX 5218
AUSTIN, TX 78763-5218

ADJUTANT OF UTAH
12953 S. MINUTEMAN DR
DRAPER, UT 84020-1776

ADJUTANT OF VERMONT
789 VERMONT NATIONAL GUARD
COLCHESTER, VT 05446-3099

ADJUTANT OF VIGIN ISLANDS
4031 LAGRANDE PRINCESS, LOT 1B
CHRISTIANSTED, VI 00820-4353

ADJUTANT OF VIRGINIA
202 NORTH NINTH ST
RICHMOND, VA 23219

ADJUTANT OF WASHINGTON
CAMP MURRAY, BUILDING 1
TACOMA, WA 98430-5000

ADJUTANT OF WEST VIRGINIA
1703 COONSKIN DR.
CHARLESTON, WV 25311-1085

ADJUTANT OF WISCONSIN
P.O.BOX 8111
MADISON, WI 53708-8111

ADJUTANT OF WYOMING
5500 BISHOP BLVD
CHEYENNE, WY 82009-3220