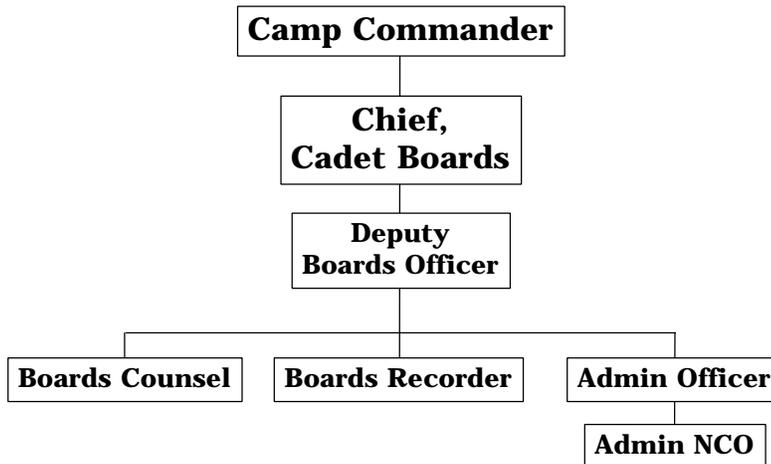


**CHAPTER 1
GENERAL**

1. ORGANIZATION.



2. **FUNCTION.** The Cadet Boards Section thoroughly and impartially investigates all cases referred for board action, and makes recommendations to the Camp Commander concerning the disposition of such cases. The Commandant of Cadets, as the designated representative of the Camp Commander, may convene boards for the following reasons:

b. **Dismissal.** Evidence is presented that a cadet has committed an offense under UCMJ or has demonstrated moral turpitude.

c. **Evaluation.** The cadet fails to satisfactorily meet the camp completion criteria or has demonstrated a serious emotional or leadership deficiency.

Final reviewing authority for board actions rests with the Camp Commander.

3. RESPONSIBILITIES.

a. **The Platoon Tactical Officer/NCO will:**

(1) Counsel the cadet and document the counseling session.

(2) Provide the cadet sufficient opportunity to correct the deficiency or improve behavior.

(3) Notify the Military Institutional Representative (MIR) as soon as appropriate.

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(4) Recommend to the Regimental Tactical Officer (RTO) that the cadet go before a board.

(5) Justify the board request with formal and sufficient documentation to the RTO.

(6) Draft the PTO/PTNCO narrative for inclusion in the board action packet.

b. The Company Tactical Officer will:

(1) Verify the facts pertaining to the misconduct or failure and determine that the cadet's performance is below the minimum standard for completion.

(2) Counsel the cadet and document the session or refer the cadet directly to the RTO for counseling.

(3) Ensure the Military Institutional Representative (MIR) is formally notified concerning possible board action.

(4) Draft the CTO narrative for inclusion in the board action packet.

c. The Regimental Tactical Officer will:

(1) Formally notify the MIR and annotate the notification in the RTO narrative portion of the board action packet.

(2) Counsel the cadet and document the session.

(3) Prepare the RTO narrative for inclusion in the board action packet.

(4) Hand-carry the Request for Board Action/Waiver and supporting documentation to the Evaluation Section. Supporting documentation will include:

(a) Narrative statement of the RTO, CTO, and PTO/NCO.

(b) Leadership position evaluation reports.

(c) Spot reports.

(d) Committee evaluation reports.

(e) Cadet self-assessment reports.

(f) Completed job performance summary.

(5) Obtain the certified scores and the signature of the Chief of the Evaluation Section.

d. The Military Institutional Representative or Region Liaison Team will:

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(1) Counsel the cadet and document the counseling session.

(2) Verify the facts and gather information from the PTO/NCO, school, and all other persons concerned with the case.

(3) Assist the cadet in the preparation of his case.

(4) Appear before the board as requested.

e. The Chief, Evaluation Section will:

(1) Verify the recorded training performance by providing certified scores on the Advanced Camp Military Proficiency Report (TDU-307) for the school.

(2) Recommend approval or disapproval of waiver requests based upon guidance from Camp Commander and/or Commandant of Cadets.

(3) Refer cases to the Commandant of Cadets for possible board action through the RTO.

f. The Commandant of Cadets will:

(1) Evaluate the RTO's recommendations and review the entire case.

(2) Refer the case, as he deems appropriate to the Chief of Cadet Boards, or back to the RTO for additional information or further evaluation.

CHAPTER 2 PROCEDURES.

1. The Chief of Cadet Boards will receive the board action packet from the Commandant of Cadets and give it to the Boards Admin Officer. The Boards Admin Officer logs in the board action packet and assigns a recorder.

2. The Recorder initiates the board action by completion of the following documents and related actions:

a. Notifies the regiment to have the cadet (respondent) report to the Cadet Boards Office.

b. Completes the Evaluation/Dismissal Board Notification.

c. Initiates the first endorsement to the Notification Letter, which the respondent has 24 hours to complete.

d. Completes the respondent's Privacy Act Statement.

e. Reviews with the respondent the list of possible board members to preclude challenges at the start of the actual board proceedings.

f. Notifies the MIR that a cadet from his school will be boarded.

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g. Advises the Boards Admin Officer regarding the selection and appointment of board members based upon the input from the respondent.

h. Advises non-scholarship cadets (respondents) referred for an evaluation board that their only option is to appear or not appear before the board. If they elect not to appear, they will be automatically disenrolled from ROTC.

3. The Boards Admin Officer appoints the board members by completing the Duty Appointment to Cadet Evaluation/Dismissal Board.

4. The Recorder, in conjunction with the Regiment, the MIR, and Board Section, sets the date and time for the actual board. The Recorder must notify the MIR and make a record of the notification. On the appointed date and time, the President convenes the board and presides at all sessions.

5. The Recorder completes the Summary of Board Procedures (DA Form 1574) and the Narrative Summary of the Board Proceedings. The Recorder ensures that the Narrative Summary and the DA Form 1574 are typed and signed by all members and attaches the appropriate memorandum cover letters. He completes the Cadet Board Recommendation and hand carries the board packet to the Commandant of Cadets.

6. The Commandant of Cadets completes the 1st Endorsement to the Evaluation/Dismissal Board Notification and forwards the board packet to the Camp Commander, who either approves or disapproves the recommendations of the board and returns the board packet through the Commandant of Cadets.

7. The Cadet Boards Administrative Officer completes the Dismissal or Evaluation Board Results and prepares the Cadet Statement of Counseling Reference Results of Cadet Boards. The Recorder briefs the RTO and cadet on the findings. He obtains the cadet's signature on the statement of counseling and provides them a copy of the board result. The administrative officer ensures the entire board packet is copied - the original and at least one copy, plus tape recordings, will remain with the Cadet Boards Section until the close of advanced camp. Three copies with appropriate cover letter are given to Cadet Personnel Division for forwarding to the appropriate battalion commander or Region. The administrative officer sends a copy of the Dismissal or Evaluation Board results to Evaluation and to the Region Liaison Officer.