**DEPARTMENT OF THE ARMY**
UNITED STATES ARMY FORCE MANAGEMENT SCHOOL
5500 21ST STREET, BUILDING 247, SUITE 1400
FORT BELVOIR, VIRGINIA 22060-5923

REPLY TO
ATTENTION OF

SEP 2 9 2015

DAMO-FMS

MEMORANDUM FOR Staff, Faculty and Students of the Army Force Management School (AFMS)

SUBJECT: AFMS Policy Letter #12 – Requests for Academic Audit

1. Purpose: To establish policy and procedures to audit AFMS courses.

2. General: Effective immediately, anyone who desires to audit a course or portion of a course at the AFMS will submit their requests through the Registrar for the Commandant's approval.

3. Policy:

a. Auditors will be considered on a space available basis once all other valid requirements have been addressed.

b. Auditors will complete the Audit Application Form. The Audit Application Form must be signed by the Commandant.

c. The completed forms must be filed with the Registration Office. A copy of the approved Audit Application Form will be presented to the Instructor for placement into the Visitor Book.

d. Auditors will not receive a certificate of completion for the audited course nor be allowed to take any tests of record. Transcripts will not be maintained for audited classes. Furthermore, course grades will not be issued to students in an audit status.

e. Auditors will not be counted in enrollment-based decisions to determine course demand nor added to the Army Training Requirements and Resources System (ATRRS).

f. Transfer from audit to credit status or the reverse will not be permitted.

g. Audit requests must be received NLT 10 days prior to classes beginning. No forms will be accepted past this date.

4. Any questions or concerns regarding this policy will be forwarded to the Quality Assurance Office at (703) 805-2822.

ALAN C. NOTGRASS
Colonel, U.S. Army
Commandant