



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, AIRBORNE & RANGER TRAINING BRIGADE**  
10850 SCHNEIDER ROAD, BLDG 5024  
FORT BENNING, GEORGIA 31905-4166

ATSH-RB

07 July 2016

**MEMORANDUM FOR RECORD**

**SUBJECT: Status of Ranger School Students / Ranger Tab Checks**

1. Purpose. To provide guidance to units and outside entities requesting Ranger student status and performance updates, as well as Ranger Tab checks.

2. Ranger School Database.

a. Starting 01 March 2016, no entity or outside unit will have access to the ARTB Ranger School Database. Any outside unit exceptions must be approved by the Brigade Commander. Student information within the database includes Personally Identifiable Information (PII); therefore, the database access must be limited.

(1) The database is webpage based, controlled, and maintained by Senior TAC. Senior TAC and the Airborne and Ranger Training Brigade, HHD First Sergeant are the only individuals who may authorize access for ARTB Soldiers with an operational need for access.

(2) Each authorized user on the database will have only the limited permissions needed to allow them to fulfill their duties and responsibilities.

3. Requests for Individual Ranger Student Status.

a. All requests for an individual student's status should be routed through the requesting unit's division liaison officers (LNOs) or division G3 Trainers who will then request information from the Airborne and Ranger Training Brigade. 173rd Airborne Brigade; 4th Brigade Combat Team (Airborne), 25th Infantry Division; 1st Brigade, 25th Infantry Division; 2<sup>nd</sup> Stryker Cavalry Regiment; and 3rd Brigade Combat Team, 10th Mountain Division may send requests through their Brigade LNOs.

b. LNO's may request individual student's status through the Airborne and Ranger Training Brigade, HHD First Sergeant at (706) 544-7262.

c. It is the division LNO/G3 Trainer's responsibility to provide current contact information to the ARTB in order to receive status updates.

4. In order to facilitate transparency of the Ranger Course and update units, ARTB will:

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- a. Provide class roster numbers to the division LNOs upon request.
- b. Provide the status of each Ranger student after each phase via the ARTB Facebook page. A forward roster will consist of those students who are forwarded listed by company, first letter of last name and roster number. A drop/recycle roster will consist of those students who are dropped or recycled listed by company, first letter of last name and roster number.
- c. Instruct all students to immediately inform their unit when dropped from the course.
- d. Provide each dropped student with a Memorandum For Record which outlines the reason for drop, the release date from Fort Benning, and the no earlier than return date to the Ranger Course.

5. Ranger Tab Checks.

- a. All Ranger tab checks for active duty, reserve and national guard personnel will be routed through the Airborne and Ranger Training Brigade, HHD First Sergeant at [michael.a.chavaree.mil@mail.mil](mailto:michael.a.chavaree.mil@mail.mil) with justification provided in a Memorandum For Record format.
- b. All Ranger tab checks for retired or non-active duty personnel will be routed through and approved by the Brigade Commander at [douglas.g.vincent2.mil@mail.mil](mailto:douglas.g.vincent2.mil@mail.mil) or the Brigade CSM at [victor.a.ballesteros.mil@mail.mil](mailto:victor.a.ballesteros.mil@mail.mil).
- c. Once a tab check is authorized by the Airborne and Ranger Training Brigade, the tab check will be conducted by two Senior TAC Ranger qualified NCO's prior to reporting the results to the requester.
- d. A Memorandum For Record stating the findings of the tab check will only be released once approved by the Brigade Commander.

6. The POC for this memorandum is MAJ Dan Hurd at [daniel.e.hurd8.mil@mail.mil](mailto:daniel.e.hurd8.mil@mail.mil).



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