

DEPARTMENT OF THE ARMY  
HEADQUARTERS, US ARMY SIGNAL CENTER AND FORT GORDON  
Fort Gordon, Georgia 30905-5000

USASC&FG Regulation  
No. 350-8

23 October 2008

**Training**  
**DISMISSAL OF OFFICERS, WARRANT OFFICERS, WARRANT OFFICER  
CANDIDATES AND ENLISTED STUDENTS**

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**Summary.** This regulation establishes the policies and processes for removing students from the training programs at Fort Gordon for reasons other than academic or leadership deficiencies.

**Applicability.**

- a. This regulation applies to all students attending school at Fort Gordon.
- b. In the cases of student misconduct not involving academic deficiencies, or leadership deficiencies, a faculty board will not be convened to consider the allegations. Such cases of misconduct will be handled through the student’s chain of command.
- c. Cases of misconduct involving Air Force, Marine, Navy, or Allied students will be handled through their respective chain of command or office.

**Supplementation.** Supplementation of this regulation is prohibited unless specifically approved by Commander, United States Army Signal Center and Fort Gordon (USASC&FG).

**Suggested improvements.** The proponent of this regulation is the Directorate of Training (DOT). Users are invited to send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, DOT, ATTN: ATZH-DTQ-S, Fort Gordon, Georgia 30905-5000, and/or submit DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal) to the installation AIEP coordinator.

**Availability.** This publication is available on the USASC&FG publications website at <http://www.gordon.army.mil/dhr/DocMgt/docmgt/htm>

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**\*This regulation supersedes USASC&FG Regulation 350-8, 30 October 1985.**

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## General Policies

**1. Purpose.** This regulation establishes procedures for dismissal of officers, warrant officers, warrant officer candidates, and enlisted students from training in those cases involving misconduct not academically related.

**2. References.**

- a. Army Regulation (AR) 135-175, *Separation of Officers*.
- b. AR 135-178, *Enlisted Administrative Separations*.
- c. AR 140-111, *US Army Reserve Reenlistment Program*.
- d. AR 350-1, *Army Training and Leader Development*.
- e. AR 600-8-2, *Suspension of Favorable Personnel Actions (Flags)*.
- f. AR 600-8-24, *Officer Transfers and Discharges*.
- g. AR 601-280, *Army Retention Program*.
- h. AR 623-3, *Evaluation Reporting System*.
- i. AR 635-200, *Active Duty Enlisted Administrative Separations*.
- j. DA Form 1045, *Army Ideas for Excellence Program (AIEP) Proposal*.
- k. DA Form 1059, *Service School Academic Evaluation Report*.
- l. DA Form 2028, *Recommended Changes to Publications and Blank Forms*.
- m. DA Form 4856, *Developmental Counseling Form*.
- n. TRADOC Reg 350-18, *Training the Army School System*.
- o. USASC&FG Reg 15-1, *Boards, Commissions, and Committees, Officer Student Evaluation Boards*.

## Procedures

### 3. Officers, Warrant Officers, and Warrant Officer Candidates.

a. In the case of misconduct not related to academic performance, the company commander will propose to the battalion commander that the student be dismissed from the course. **(Note: The company commander may solicit written comments from the appropriate training department.)** The company commanders will refer all reserve component students to the Directorate of Reserve Components (DRC) for counseling and recommendation prior to referral to the battalion commander. If the battalion commander determines the evidence is sufficient to warrant dismissal, he will notify the student in writing of the action and provide the student with supporting evidence. The battalion commander will advise the student that any appeal must be submitted within seven duty days after receiving written notification of the dismissal action. Appeals will be submitted to the battalion commander.

b. The student will acknowledge by endorsement within two duty days of receiving written notification of dismissal action. The endorsement must indicate whether or not the student intends to appeal the dismissal action. The student may consult with counsel from Trial Defense Service for assistance in preparing the response. If, after considering the response, the battalion commander decides to pursue the relief from training, the packet will be endorsed to the commandant.

c. After considering the battalion commander's endorsement and evidence submitted by the student, the commandant may allow a personal conference with the student. The student will be allowed to present witnesses at this conference. The commandant will consider the evidence presented and make a decision that the student be dismissed from the course or be allowed to complete the course.

d. After the decision by the brigade commander, the student may appeal to the Commanding General within three duty days of any adverse decision. The student will remain in class pending the decision by the Commanding General. The Commanding General's decision will be final.

e. It is the responsibility of the commandant to ensure that requirements of AR 600-8-24 are met in the dismissal actions of Signal Basic Officer Leader Course (SBOLC) students that are not branch qualified.

### 4. Noncommissioned Officer Education System (NCOES).

a. The training supervisor (Chief of Training) will notify the student in writing of the proposed action. The supervisor will advise the student that any appeal must be submitted within seven duty days after receiving written notification of the dismissal action.

b. The student will acknowledge by endorsement within two duty days of receiving written notification of dismissal action. The endorsement must indicate whether or not the student intends to appeal the dismissal action. Appeals will be submitted to the school commandant. Students who elect to appeal will remain actively enrolled in the course pending disposition of their appeals.

c. The school commandant will refer the proposed action and the appeal to the Office of Staff Judge Advocate (OSJA). Commandants will make their final decision on dismissals after considering the supporting OSJA recommendation. In cases where an OSJA is not available, the commandant or commander will forward appeals to the commander who has General Court Martial Command Authority (GCMCA) for review and final decision. The School Commandant's decision is final.

#### **5. Non-Individual Entry Training/Advanced Individual Training Students.**

a. In the case of misconduct not related to academic performance, the company commander will propose to the battalion commander that the student be dismissed from the course. **(Note: The company commander may solicit written comments from the appropriate training department.)** The company commanders will refer all reserve component (RC) students to the DRC for counseling and recommendation prior to referral to the battalion commander. If the battalion commander determines the evidence is sufficient to warrant dismissal, he will notify the student in writing of the action and provide the student with supporting evidence. The battalion commander will advise the student that any appeal must be submitted within seven duty days after receiving written notification of the dismissal action. Appeals will be submitted to the company commander.

b. The student will acknowledge by endorsement within two duty days of receiving written notification of dismissal action. The endorsement must indicate whether or not the student intends to appeal the action. The student may consult with Trial Defense Service for assistance in preparing the response. If, after considering the response, the company commander decides to pursue the relief from training, the packet will be endorsed to the battalion commander.

c. After considering the company commander's endorsement and evidence submitted by the student, the battalion commander may allow a personal conference with the student. The student will be allowed to present witnesses at this conference. The battalion commander will consider the evidence presented and make a decision if the student will be dismissed from the course or will be allowed to continue the course.

d. After the decision by the battalion commander, the student may appeal to the brigade commander within three duty days of any adverse decision. The student will remain in class pending the final decision by the brigade commander. The brigade commander's decision will be final.

**6. Initial Entry Training/Advanced Individual Training Students.**

a. For Initial Entry Training Students dismissal from a course and discharge from the Army are the same. Therefore, the cases are handled in accordance with (IAW) AR 635-200, Chapter 11 or 13. The company commanders will refer all RC students to the DRC for counseling and recommendation prior to referral to the battalion commander.

b. In cases of extreme misconduct, action under Uniform Code of Military Justice is appropriate.

**7. General Dismissal Guidelines.** Students being dismissed will be referred back to their company commander for appropriate action IAW AR 600-8-24 or AR 635-200. Units must inform courses of dismissal action. **(Note: Any actions which are appropriate IAW AR 600-8-24 or AR 635-200 should be initiated concurrently with the dismissal action.)**

**8. Dismissal Packet Checklist.** The following items should be included in the dismissal packet submitted to the OSJA:

- a. DA Form 4856 (Developmental Counseling Form).
- b. Summary of the Soldier's academic accomplishments or deficiencies and his/her standing within the class.
- c. Any other evidence, if applicable
- d. Notify the Liaison Division, DRC, when initially identifying Army National Guard and US Army Reserve personnel for dismissal.

Appendix A

Flowcharts of Dismissal Procedures

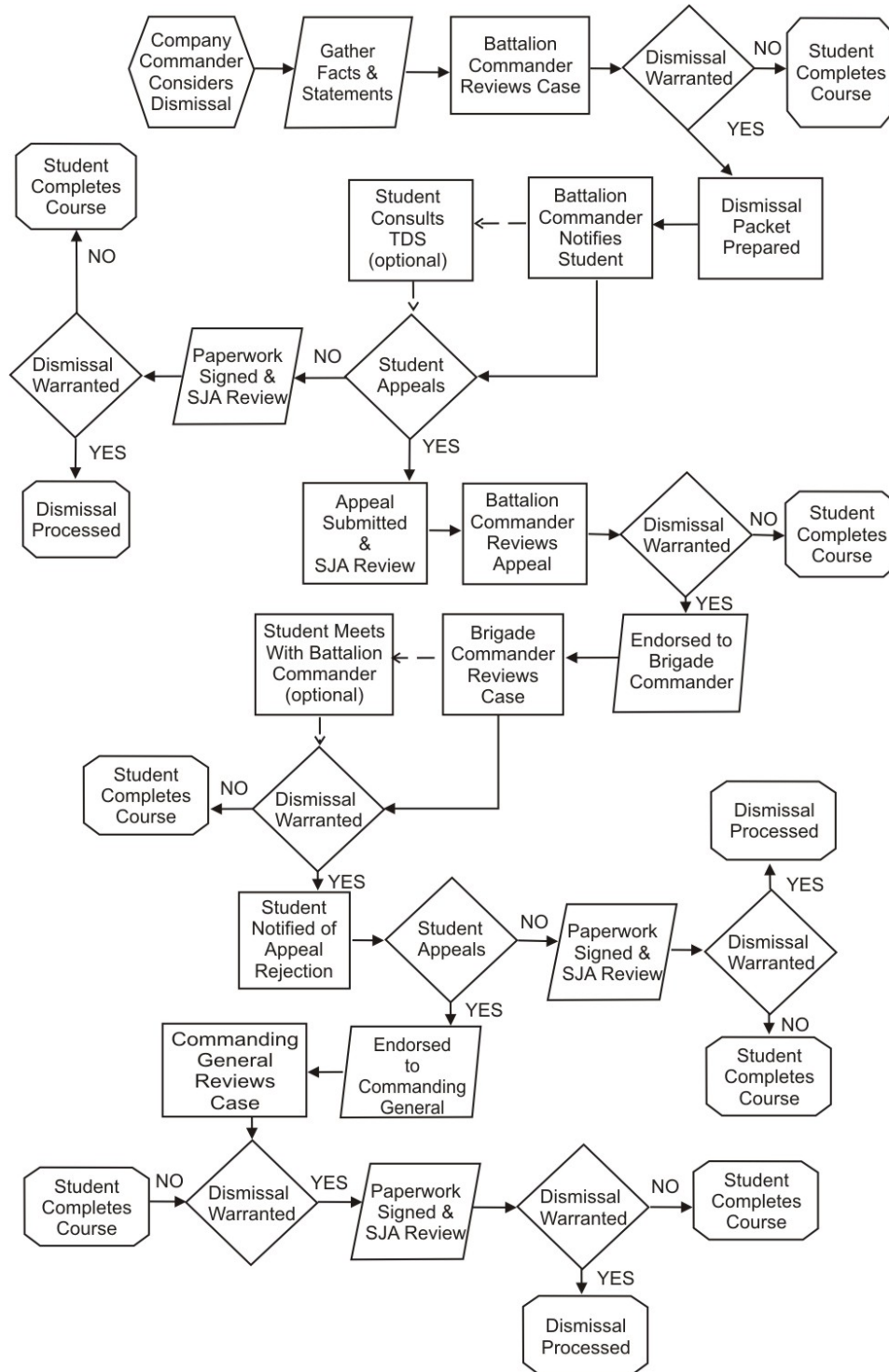


Figure A-1. Officer, Warrant Officer, and Warrant Officer Candidate Dismissal Process.

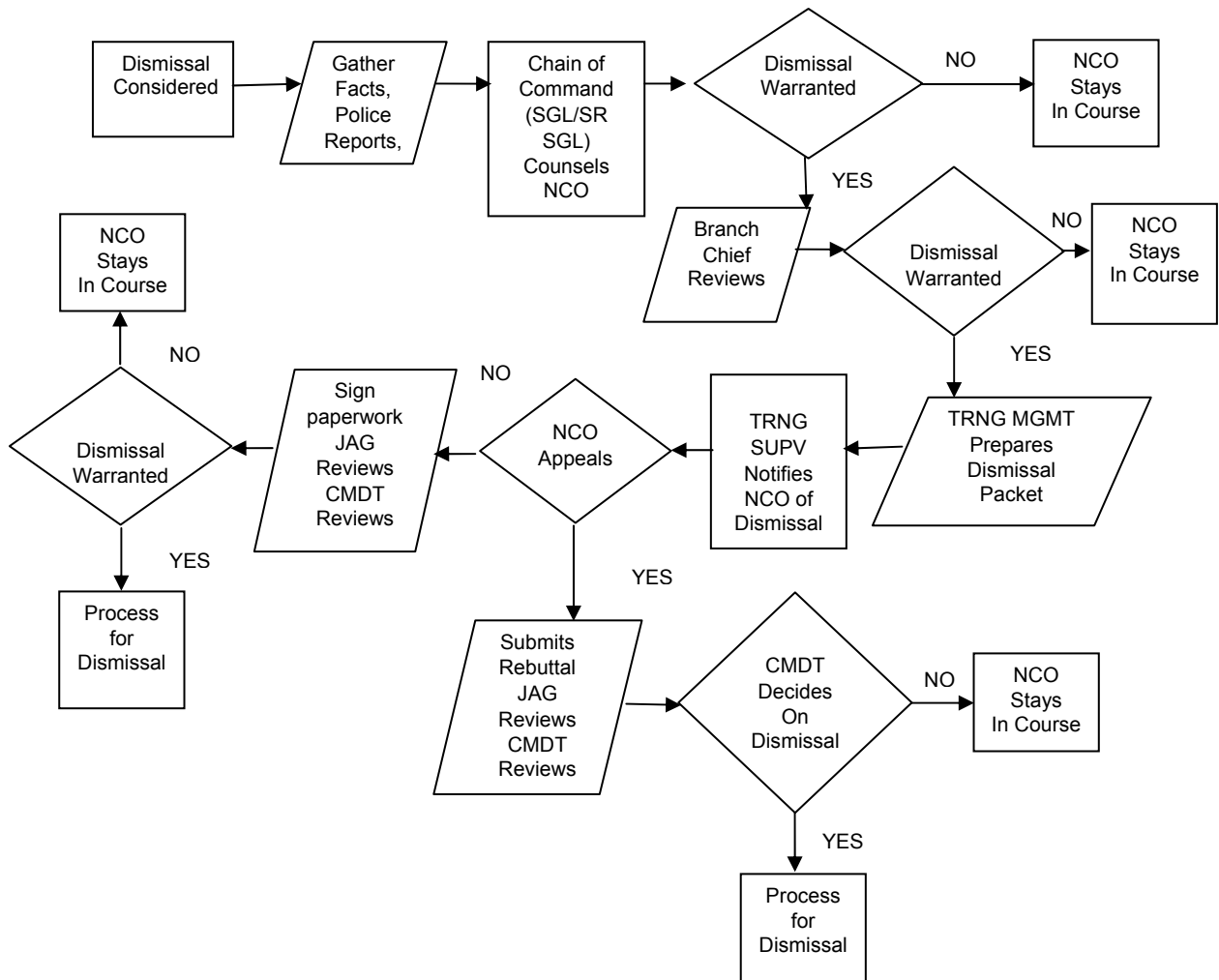


Figure A-2. NCO Dismissal Process.



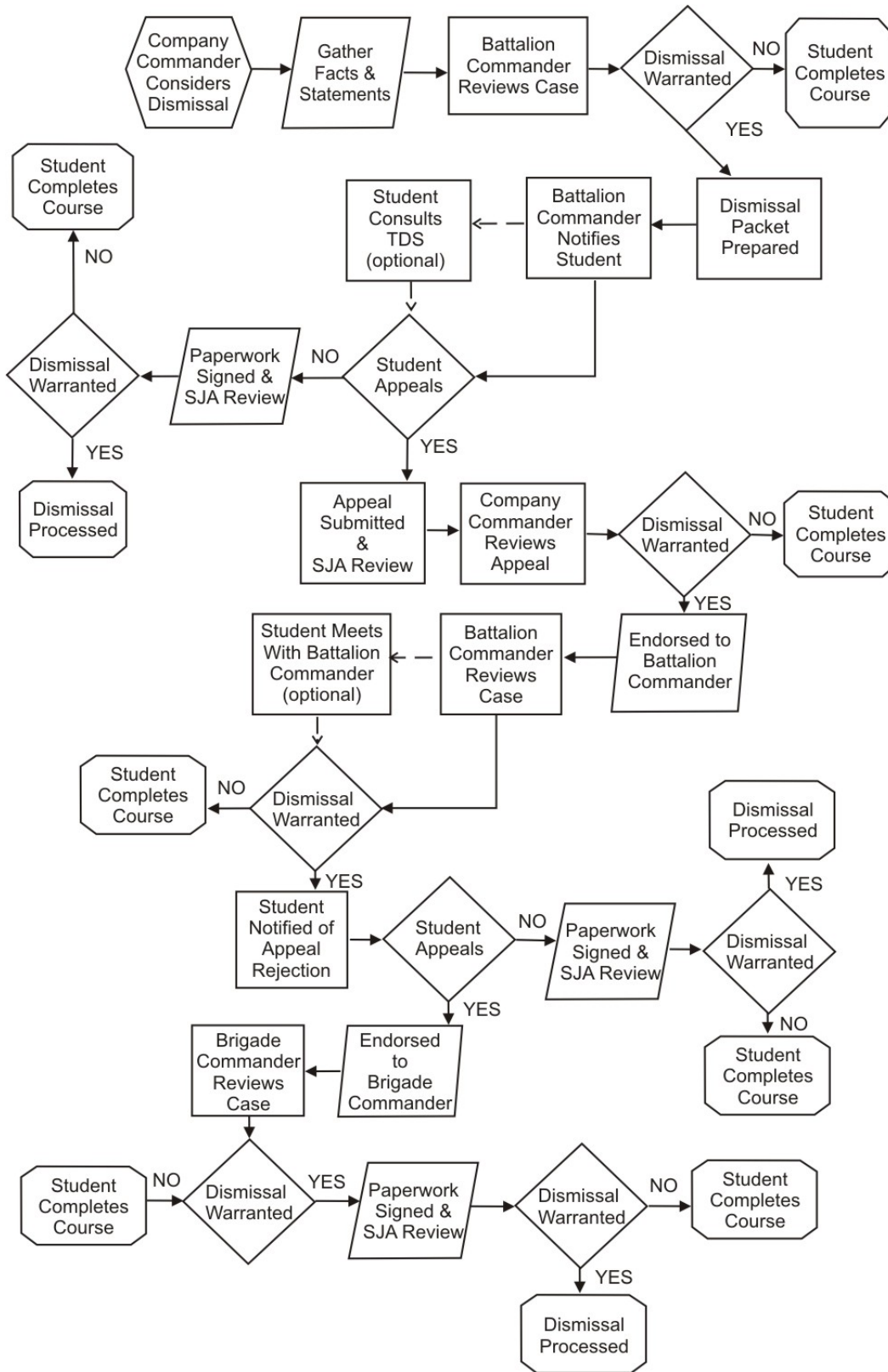


Figure A-3. Non-Individual Entry Training/Advanced Individual Training Soldier Dismissal Process.

**Appendix B**

**Proposed Dismissal Packet**

DEPARTMENT OF THE ARMY  
SCHOOL TITLE  
FORT GORDON, GEORGIA 30905

ATZH-OFFICE CODE (350-1)

Today's Date

**MEMORANDUM FOR RANK LAST, FIRST SSN#, School Title, Fort Gordon, GA 30905**

SUBJECT: Proposed Elimination from Training

1. You are hereby notified that I am considering you for elimination from the Name of Course, Class XXXXXX. The reason for this action is Disciplinary reasons IAW AR 350-1, paragraph 3-18b(1). This elimination is based on XXXXXXXXXXXXXXXXXXXX.

2. If you are dismissed from the XXXXXXXX course, you will be subject to the following:

a. Individuals eliminated for disciplinary reasons, lack of motivation, or failure to master tasks at sufficient speed to meet course objectives, will have the matter recorded on their DA Form 1059.

b. Soldiers eliminated for disciplinary reasons may, by appropriate authority, be removed from the Army's standing promotion list, barred from reenlistment, receive non-judicial punishment, or be reclassified IAW AR 600-8-2, AR 601-280, and AR 140-111 and processed for separation from the military IAW AR 635-200, AR 600-8-24, AR 135-175, and AR 135-178 from Chapters 13,14, or other appropriate chapters.

c. Soldiers eliminated for academic deficiency or administrative reason may re-enter the course when both the Soldier's unit Commander and the title of course commander determine that the student is prepared to successfully complete the course.

3. If you desire to appeal, it must be submitted within seven working days of this notification. Your suspense is XXXXXX. Appeals submitted after this date may be deemed untimely and not considered.

NAME  
Title  
Title

23 October 2008

\*USASC&FG Reg 350-8

DEPARTMENT OF THE ARMY  
SCHOOL TITLE  
FORT GORDON, GEORGIA 30905

ATZH-OFFICE CODE (350-1)

Today's Date

**MEMORANDUM FOR** Cadre Title, Name of school, Fort Gordon, GA 30905

SUBJECT: Proposed Elimination from Training

1. I hereby acknowledge receipt of the notification of the proposed elimination from training dated Today's Date.
2. I have been counseled regarding this action.

STUDENT'S NAME  
RANK, USA  
School Abbreviation

DEPARTMENT OF THE ARMY  
SCHOOL TITLE  
FORT GORDON, GEORGIA 30905

ATZH-OFFICE CODE (350-1)

Today's Date

MEMORANDUM THRU Title of Cadre, Name of School, Fort Gordon, GA 30905

**FOR Rank Last, First SSN#, Name of School, Fort Gordon, GA 30905**

SUBJECT: Proposed Elimination from Training

I have reviewed all pertinent information concerning your case and direct that you be eliminated from the Name of School (School Abbreviation), Class XXXXX.

CADRE NAME  
Title  
Title

I will/will not appeal this elimination action.

Receipt acknowledged \_\_\_\_\_  
(Student's Signature) (Date)

**Note: STUDENT WILL ACKNOWLEDGE BY ENDORSEMENT WITHIN TWO DUTY DAYS AFTER RECEIPT OF THIS NOTIFICATION.**

Appendix C

Appeal Process Packet

DEPARTMENT OF THE ARMY  
SCHOOL TITLE  
FORT GORDON, GEORGIA 30905

ATZH-Office Code (350-1)

Today's Date

MEMORANDUM FOR Staff Judge Advocate, US Army Signal Center and Fort Gordon, Fort Gordon, GA 30905-5280

SUBJECT: Appeal of Elimination Action

1. In accordance with AR 350-1, paragraph 3-18, when a student appeals an elimination, their appeal will be reviewed by the Office of the Staff Judge Advocate prior to the final action by the appellate authority. Request you review the enclosed elimination action on the following Soldier:

RANK LAST, FIRST SSN#

a. Disciplinary Reasons. This action is in IAW AR 350-1, paragraph 3-18c(4).

This elimination is based on XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.

2. This packet will be hand carried. Point of contact for pick up is XXXXX or XXXX, phone number.

Encl  
as

NAME  
Title  
Title

DEPARTMENT OF THE ARMY  
SCHOOL TITLE  
FORT GORDON, GEORGIA 30905

ATZH-Office Code (350-1)

Today's Date

MEMORANDUM FOR: Cadre Title, ATTN:  
Cadre Title, Fort Gordon, GA 30905

SUBJECT: Appeal of Elimination Action

1. Request you review the appeal of elimination on the following Soldier and provide a final decision.

RANK LAST, FIRST SSN#, School Abbreviation, Class XXXXXXXX

Disciplinary Reason. This action is IAW AR 350-1, paragraph 3-18b(1).

The reason for this action is based on an XXXXXXXXXXXXXXXXXXXXXXXX.

2. This packet will be hand carried. Point of contact for pick up is XXXXXX or XXXXXX, phone number.

NAME  
Title  
Title

23 October 2008

\*USASC&FG Reg 350-8

DEPARTMENT OF THE ARMY  
SCHOOL TITLE  
FORT GORDON, GEORGIA 30905

ATZH-OFFICE CODE (350-1)

Today's Date

MEMORANDUM THRU Appellate Authority, USASC&FG, ATTN:

Cadre Title, Fort Gordon, GA 30905

**FOR Title, School, Fort Gordon, GA 30905**

SUBJECT: Appeal of Elimination Action

I have reviewed the appeal of elimination from training on the Soldier listed below and approve his appeal.

RANK LAST, FIRST SSN#

NAME  
Rank, USA  
Title

DEPARTMENT OF THE ARMY  
SCHOOL TITLE  
FORT GORDON, GEORGIA 30905

ATZH-OFFICE CODE (350-1)

Today's Date

MEMORANDUM THRU Appellate Authority, USASC&FG, ATTN:

Cadre Title, Fort Gordon, GA 30905

**FOR Title, School, Fort Gordon, GA 30905**

SUBJECT: Appeal of Elimination Action

I have reviewed the appeal of elimination from training on the Soldier listed below and disapprove his appeal.

RANK LAST, FIRST SSN#

NAME  
Rank, USA  
Title



**Appendix D**

**Soldier Dismissal Packet**

DEPARTMENT OF THE ARMY  
SCHOOL TITLE  
FORT GORDON, GEORGIA 30905

**ATZH-Office Code (350-1)**

Today's Date

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Student Elimination

1. RANK LAST, FIRST SSN# is eliminated from the Name of Course, XXXXXX. The reason for this release is based on an XXXXXXXXXXXX this action is IAW AR 350-1, paragraph 3-18b(1).
2. Request each office take appropriate action.
3. Point of contact is XXXXX or XXXXX, S3, DSN phone number, Commercial (XXX) phone number, Fax Commercial (XXX) phone number, DSN phone number.

NAME  
Rank, USA  
Title

**DISTRIBUTION:**

- Cdr, ATTN: (Address to first General Officer)
- Cdr, ATTN: CSM 24<sup>TH</sup> INFANTRY DIV (M), FORT STEWART, GA 31314
- Cdr, AHRC, ATTN: AHRC-EPT-TM, 2461 EISENHOWER DRIVE,  
ALEXANDRIA, VA 22331-0457
- Cdr, EREC, ATTN: PCRE-FS, INDIANAPOLIS, IN 46249-5301
- Cdr, Student Personnel Center, ATTN: 74 Clerk Ft Gordon, GA 30905
- Cdr, Transportation, Ft Gordon, GA 30905
- Cdr, ATTN: RDOT, Prog & Rec Sec, Ft Gordon, GA 30905
- Individual

**Appendix E**

**Referred Report**

DEPARTMENT OF THE ARMY  
REGIMENTAL NONCOMMISSIONED OFFICER ACADEMY  
FORT GORDON, GEORGIA 30905

ATZH-Office Code (350-1)

Today's Date

**MEMORANDUM FOR** RANK LAST, FIRST SSN#, School Abbreviation, **Class** XXXXX,  
School Title, **Fort Gordon, GA 30905**

SUBJECT: Referred Report DA Form 1059 (Service School Academic Evaluation Report) (AER)

1. IAW AR 623-3, paragraph 1-32, you are hereby advised that your DA Form 1059 is considered a referred report in that you have failed to achieve course standards in a DA select course.
2. If you feel that the rating or remarks on your AER are incorrect, you may submit a factual statement within 72 hours that will be filed with your AER. This statement does not constitute an appeal; if you desire to appeal this AER, it must be done IAW AR 623-3.
3. Point of contact is XXXXXXX or XXXXXXX, S3, DSN phone number, Commercial (706) phone number, Fax Commercial (706) phone number, Fax DSN phone number.

NAME  
Rank, USA  
Title

I will/will not submit a statement.

Acknowledge: \_\_\_\_\_ Date: \_\_\_\_\_

## Glossary

### Section I. Abbreviations

AER	Academic Evaluation Report
AHRC	Army Human Resources Command
AIEP	Army Ideas of Excellence Program
AR	Army Regulation
ATTN	attention
Cdr	Commander
CSM	Command Sergeant Major
DA	Department of the Army
DIV	Division
DOT	Directorate of Training
DRC	Directorate of Reserve Components
EREC	Enlisted Records and Evaluation Center
FAX	facsimile
FT	Fort
GA	Georgia
GCMCA	General Court Martial Command Authority
IAW	in accordance with
IN	Indiana
NCO	Noncommissioned Officer
NCOES	Noncommissioned Officer Education System
No.	number

OSJA	Office of Staff Judge Advocate
RC	reserve component
Reg	Regulation
SGL	small group leader
SJA	Staff Judge Advocate
SOBC	Student Officer Basic Course
SR	senior
SSN	Social Security Number
TDS	Trial Defense Service
TNG	Training
TNG MGT	Training Management
TNG SUPV	Training Supervisor
TRADOC	Training and Doctrine Command
UCMJ	Uniform Code of Military Justice
USASC&FG	United States Army Signal Center and Fort Gordon
VA	Virginia

**Section II. Terms**

Cadre

Officer, Noncommissioned Officer, or Enlisted Soldier Responsible for the training of a student

Class

A defined group enrolled in a course identified by a sequential number system

Flags

Suspension of favorable personnel actions

Students

Officers, Noncommissioned Officers, and Enlisted that are enrolled in a course

(ATZH-DTM)

FOR THE COMMANDER:

OFFICIAL

JACKIE J. BRYANT  
Colonel, GS  
Chief of Staff

/ORIGINAL SIGNED/  
Gwendolyn Garfield  
Director, Human Resources  
/Adjutant General

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