

DEPARTMENT OF THE ARMY

HEADQUARTERS, U.S. ARMY SIGNAL CENTER AND FORT GORDON

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Training

ACADEMIC PRACTICES

Summary. This regulation prescribes the practices to be followed for the conduct of all resident training.

Applicability. This regulation applies to all resident training conducted at the U.S. Army Signal Center and Fort Gordon (USASC&FG) by the Leadership College for Information Technology (LCIT), 15th Regimental Signal Brigade (15th RSB) and the Regimental Noncommissioned Officer's Academy (RNCOA) to include all Initial Entry Training (IET)/Advanced Individual Training (AIT), additional skill identifier (ASI) training, functional courses and civilian contracted courses. All functional courses will conform within the guidelines of this regulation as it applies to the professional development courses. All ASI courses will conform within the guidelines of this regulation as it applies to IET courses. This regulation also applies to the Ordnance Electronics Maintenance Training Department (OEMTD) as indicated in specific paragraphs.

Supplementation. Supplementation of this regulation is prohibited unless specifically approved by the Commander, USASC&FG.

Administrative note. The words "he, his, or him" as used in this publication are intended to include both the masculine and feminine genders.

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, to Commander, USASC&FG, ATTN: ATZH-DTM-R, Fort Gordon, Georgia 30905, and/or submit DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal) to the installation AIEP coordinator in the Directorate of Resource Management (DRM).

Availability. This regulation is only available on the USASC&FG publications website at www.gordon.army.mil/doim/imc/Forms.htm.

* This regulation supersedes USASC&FG Regulation 350-5, 21 May 1999.

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CHAPTER I

Introduction

Section I

Overview

1-1 Purpose. To prescribe the standardized procedures for enrolling students in the courses of instruction, controlling the appearance and discipline of instructor and student personnel, providing for the care of classroom areas and equipment, recording and reporting attendance of students, and presenting instruction and testing.

1-2. General. Reading this regulation annually is mandatory for all instructors and instructional support personnel.

1-3. Explanation of abbreviations and terms. Abbreviations and special terms used in this regulation are explained in the glossary.

Section II

Responsibilities

1-4 The Director of Training or his representative is responsible for:

a. Training management and staff supervision of all Signal mission training conducted by the USASC&FG.

b. Determination of training resource requirements; student input scheduling; training, planning, and implementation actions; education and training technology services; and staff responsibility for producing a quality Signal soldier.

c. Controlling and allocating the utilization of all academic training facilities and training areas.

d. Establishing procedures to be followed by officer evaluation boards and academic dismissal of enlisted students.

e. Enrollment of students, issuance of diplomas/certificates.

f. Overall coordination of input and output of the Automated Instructional Management System-Personal Computer (AIMS-PC) and non-IET data in the Army Training Requirements and Resources System (ATRRS).

g. Management of data for statistical analysis and reports concerning student population, enrollment, attrition, and graduates.

h. Overall coordination of development, integration and management of the Signal Center's Interim Learning Management System and the Army's Learning Management System.

i. Overall coordination and integration of TASS Battalion's student training management with the University of Information Technology (UIT) Division's Resource Center and Interim and Objective Learning Management Systems.

j. Developing and implementing staff and faculty education programs to train the cadre on the principles and practice of lifelong learning.

k. Coordinating with LCIT, 15th RSB and RNCOA for development and implementation of education programs to train their students on the principles and practice of lifelong learning.

1-5. The Commander, 15TH RSB, Commandant, LCIT and Commandant, RNCOA, or their representatives are responsible for:

- a. Management and conduct of all resident training within their area of responsibility.
- b. Command and control over all assigned and attached personnel.
- c. Soldierization training of students assigned to their respective organizations.
- d. Coordination between units, courses, Directorate of Human Resources (DHR) and DOT on matters where close coordination is essential. Additionally, 73rd Ordnance Battalion, 15h Signal Brigade, will coordinate with OEMTD on matters that affect Military Occupational Specialty (MOS) training of their soldiers.
- e. Ensuring students arrive at scheduled classes and/or place of appointments on time.
- f. Coordinating and/or monitoring the administration of the end-of-course Army Physical Fitness Test (APFT) for Advanced Individual Training (AIT) students and ensuring scores are promptly annotated in AIMS by the battalions. Scheduling end-of course APFT so IET/AIT students are tested 11 weeks into training or not later than (NLT) 2 weeks prior to graduation.
- g. Development of resident, non-resident, and exportable training materials as required by management documents and appropriate directives.
- h. Ensuring all students have active accounts with the Army Knowledge Online (AKO) in order to take advantage of on-line training. Registering their respective students onto the University of Information Technology Resource Center to gain access to their lifelong learning materials.
- i. Developing and implementing education programs to train their students on the principles and practice of Lifelong Learning concepts, in coordination with DOT.

j. Provision of Mobile Training Teams (MTT) and New Equipment Training Teams (NETT) as required.

k. Proper accounting and reporting of student absentees, grades, status changes, etc. This information will be recorded into AIMS-PC.

l. Notifying the Reserve Component Affairs Office immediately if there is a change in status for a student who is a member of the United States Army Reserves or the National Guard.

2-24. Ensuring all members of the staff and faculty read and understand this regulation.

1-6. For training conducted by OEMD, the Director, OEMTD, is responsible for:

a. Management and conduct of all resident training within his area of responsibility.

b. Development of resident, non-resident, and exportable training materials as required by management documents and appropriate directives.

c. Coordination with 15th RSB command and staff, 73rd Ordnance Battalion units, feeder courses, DHR and DOT on matters where coordination is essential.

d. Proper accounting and reporting of student enrollment, absentees, grades, status changes, etc. This information will be recorded into AIMS-PC.

e. Notifying the 73rd Ordnance Battalion immediately if there is a change in status for a student who is a member of the United States Army Reserves or the National Guard.

f. Ensuring all members of the staff and faculty read and understand this regulation.

1-7. Trainee-Student Processing Branch, Directorate of Human Resources is responsible for:

a. Input of AIT students' data into the Army Training Requirements and Resources System (ATRRS) database.

b. Conduct of inprocessing and outprocessing of all students. Coordination with other school activities to ensure timely inprocessing and outprocessing.

1-8. Life Long Learning and University of Information Technology Responsibilities:

a. Lifelong Learning is the ability of soldiers and leaders to learn, grow, and achieve wherever they serve. Under the emerging lifelong learning concept, soldiers and leaders will not have to rely solely on resident instruction, rather they must be able to learn at their "teachable moment" – that time and place where training and education are most needed. Delivery of lifelong learning training and education is done by using the most cost effective mix of locations, materials, and methods, delivered just in time, on demand, at the teachable moment, wherever the individual is located. It creates a standard training method and provides standard training products that can be used by the entire Army, both active and reserve.

b. As the Signal Center matures the tenets of lifelong learning, more and more instruction will be delivered using on-line technology outside of the traditional classroom setting. All students must have active accounts with the Army Knowledge Online (AKO) in order to take advantage of this on-line training. The DOT is responsible for overall coordination of development, integration and management of the Signal Center's Interim Learning Management System and the Army's Learning Management System. When the objective Learning Management System (LMS) is fielded, the DOT, 15th RSB, LCIT, RNCOA and the Directorate of Human Resources, will be responsible for the same aspects of student registration, academic records and reports using the UIT Resource Center outlined in previous paragraphs.

Chapter 2

POLICIES/PROCEDURES

Section I

Academic Control Of Students

2-1. Inprocessing of students

a. The Trainee/Student Processing Branch, DHR, will coordinate time and location with the 15th RSB for inprocessing Signal and Ordnance AIT students. The 442nd Signal Battalion will coordinate in-processing for all officer students in accordance with (IAW) ATRRS schedules and AIMS-PC class rosters. The RNCOA will coordinate in-processing for all RNCOA students IAW ATRRS schedules and AIMS-PC class rosters. Finance and personnel in-processing will be IAW AR 600-8-10, AR 612-201, and USASC&FG Regulation 612-1.

b. The Programs and Records Section, DOT, will enroll all students into a training course/class and into AIMS-PC. No student will start class until he is enrolled.

c. Unprogrammed students will be enrolled in training on a space available basis. Unprogrammed students will report to the Programs and Records Section, DOT, and the In/Outprocessing office at Trainee/Student Processing Branch, DHR, with a copy of their travel orders to initiate enrollment process in AIMS-PC and other required enrollment actions.

d. In-processing for IET/AIT students is conducted Monday and Tuesday only. Students arriving at Fort Gordon prior to 1600 on Tuesday will start class on Wednesday morning. The RNCOA will have one inprocessing day based on ATRRS class start. Every effort is made to enter late arrivals into the course within the first 3 days (NLT Friday of the first week) of training for courses that have more than a 1-week interval between class start dates. The Programs and Records Section, DOT, will coordinate with course chiefs to enter those soldiers into class. When Monday is a holiday, in-processing is conducted on the next duty day.

2-2. Movement of students

- a. Officers are individually responsible for being at the appointed place at the appointed time.

- b. The NCOA students will march to class under the supervision of either a Small Group Leader or student leader.

- c. Enlisted personnel and instructional groups of all branches of services enrolled in AIT/IET courses, except those authorized to move by military vehicle, will march to and from the classroom or training area under the control of the unit cadre or appointed personnel. No student in grade sergeant and below will move to or from or between training areas by privately-owned vehicles (POV), unless authorized in writing by the unit commander and coordinated with the course chief.

- d. The Commander, 15th RSB, Commandant, RNCOA, and Commandant, LCIT, are responsible for the supervision of enlisted personnel traveling to and from their units of assignment to field training sites, and between training areas during scheduled training hours. Each commander and activity will provide adequate supervision for the movement of student personnel.

- e. Students are not allowed to park in designated STAFF Parking Areas.

2-3. Classroom Management

- a. The instructor will assign student seating and practical exercise positions, and will designate the class leader based on rank. Students will be seated in their assigned positions at the beginning of each class period and attendance will be verified. Changes to the seating chart are not made unless directed by the instructor.

- b. Items prohibited in training areas.
 - (1) Weapons (other than assigned weapons used in instruction), explosives, intoxicants, and illegal drugs are prohibited in all training areas.

(2) AIT students are not permitted to bring the following items into classrooms and training areas: medicine other than prescription, cameras, tape recorders, beepers, cell phones, or other electronic devices, newspapers, books, cards, magazines, food, or drink.

(3) Officers and RNCOA students are authorized laptop computers, beepers and cell phones when pre-approved by the instructor, academic counselor/evaluator (ACE), tactical (TAC) officer, or small group leader (SGL). In addition, officers and RNCOA students are permitted to bring food and non-alcoholic drinks into training areas with prior approval of the above listed staff leaders.

(4) Communications security (COMSEC) areas and areas classified as restricted will be free of all the above items.

c. During classes, students will maintain an alert, attentive attitude.

d. During tests or examinations, students will neither give assistance to, nor accept assistance from any source or person except the individual(s) administering the examination. Any person found to be in violation of this provision will be given either a "NO-GO" or zero, as applicable, for the examination and will be considered for release from training and possibly separation from the military. Violations are also punishable under Article 92 and Article 134 of the Uniform Code of Military Justice (UCMJ).

e. Smoking is prohibited in all DA-occupied workplaces IAW AR 600-63, Army Health Promotion. The workplace consists of any area inside buildings, including corridors, laundry rooms, lounges, stairways, elevators, lobbies, storage areas, and restrooms; and within 50 feet of a common entrance to a building. In accordance with TRADOC Regulation 350-6, initial entry soldiers will not use tobacco products prior to reaching Phase V+, 21-plus weeks. Exceptions to this policy are not permitted. All cadre and soldiers with permanent party privileges are prohibited from using tobacco products in areas where IET soldiers are likely to observe such use, to include outside training areas. The term "cadre" refers to all TRADOC military and civilian personnel who command, supervise, instruct, train, or support soldiers in IET.

f. Students will take breaks during authorized time periods in designated break areas only.

2-4. Police of area

Students will perform necessary police and housekeeping details for training areas, equipment, and buildings during the last 15 minutes of the training day IAW the weekly training schedule (WTS) and at other times as required, unless these areas are part of a cleaning team contract.

2-5. Coordination of student absences

a. Officers and RNCOA students may be excused from class for valid reasons including appointments or emergency leave. Governing restrictions are:

(1) Officers Training: The class leader may grant 1 hour of excused absence. The TAC officer/SGL/ACE/Course Manager may approve excused absences of 2 to 4 hours. The respective course chief must approve absences of 4 to 8 hours. The Company Commander must approve any leave or pass request for more than 8 hours of excused absence. Request for a pass is submitted through the respective chain of command, as required. Pass limitations and approval procedures are published by the 442d Signal Battalion. For officer training courses, the class/group senior student officer is responsible for providing absentee reports to the appropriate unit commander.

(2) RNCOA Students: Small group leaders may approve up to 4 standard period absences for routine activities, such as pickup of hold baggage. Other absences greater than 4 periods must be coordinated and approved through the training chain-of-command, beginning with the SGL. The senior SGL and company first sergeant will approve absences of 1 class day. The Commandant, RNCOA, will approve absences of more than 1 class day. The RNCOA SGL will annotate student absences on FG Form 6548, Student Absence and Grade Record.

b. AIT/IET Students:

(1) AIT/IET students are not authorized leave or a pass while in student status, except for emergency or compassionate reasons and during EXODUS. No AIT/IET student/trainee is excused from class except by the course chief and/or unit commander or his designated representative. Students are

not permitted to make personal or official appointments, except through the appropriate chain-of-command. Coordination is effected between the unit commanders and the course office to ensure all are aware of absentees, including reason, and length of time. Unit commanders will take all possible actions to prevent students from being excused from class during a scheduled test or a field training exercise (FTX).

(2) To report student absences in AIT courses, units/battalions will notify the course chief either through a telephone call or by email. Absentee transactions are entered in AIMC-PC within 24 hours after the student returns to duty.

(3) The training instructor will annotate student absences on FG form 6548, Student Absentee and Grade Record.

(4) Upon return to class, AIT/IET students are required to bring with them a properly documented Fort Gordon (FG) Form 6436, Student Excused Absence Slip.

c. All students who are excused from class will rejoin their group in school at the earliest possible time.

d. See paragraph 5e for further guidance on unit control of student absences.

Section II

Counseling, Discipline, And Incentives

2-6. Counseling

a. Counseling is intended to support both soldierization and unit/course internal evaluation programs. Counseling on overall and/or specific performance is accomplished by

the responsible platoon sergeant or training instructor, as appropriate. Specific counseling to be conducted is as follows:

b. Informal, verbal counseling is conducted, as required, to maintain good order and discipline or to ensure achievement of a specific program of instruction (POI) objective.

c. Formal, written counseling is conducted at other times when warranted by the situation, but is always conducted when a soldier experiences academic failure of an examination, and is required to undergo additional training; is identified as a candidate for recycling, rehabilitative assignment, or reclassification action; or is placed in a holdover status. This counseling is accomplished using DA Form 4856, Jun 1999, Developmental Counseling Form, and will include positive as well as negative comments when warranted.

d. During the initial counseling, IET/AIT students are informed that failure to gain acceptable score(s) will result in the U.S. Army exercising its option under the terms of their contract to "discharge" or possibly recycle/reclassify them into a different MOS needed by the Army.

e. Rehabilitative counseling is given to a student before discharge or reclassification/recycle action is initiated. To be discharged, reclassified or recycled, the student must show further failure after counseling, demonstrating that rehabilitation failed.

2-7. Discipline

a. A DA Form 4856 is used when it is necessary to report infractions of USASC&FG regulations and other unfavorable misconduct actions. This report is used to support any dismissal action initiated on the student concerned. The report is initiated by either the course in which the student/trainee is enrolled or by his unit and must be signed by the counselor and the counselee. FG Form 6551 is stocked at Center Publications, Directorate of Information Management (DOIM). An informal memorandum is used when DA Form 4856 is deemed inappropriate.

b. IET/AIT/ASI students.

(1) The unit commander or his designated representative will prepare DA Form 4856 (in triplicate) when a student is counseled as a result of activity within the unit or it is felt the student has developed a poor attitude or has personal problems. The counselor and the counselee both sign the form. One copy of this report is retained in FG Form 6551 and one copy is forwarded to the course in which the student is enrolled and one copy is provided to the individual student. All copies will be destroyed upon student transfer.

(2) When the academic course initiates the counseling report as a result of activity within the academic course, DA Form 4856 is completed in triplicate and signed by the counselor and counselee. One copy is retained on file and two copies are placed in a sealed envelope. The instructor or branch chief will hand carry the envelope to the appropriate unit commander or submit the form electronically. Upon receipt of DA Form 4856 the unit commander or his designated representative will indicate the action taken by completing the plan of action (Block 17) on DA Form 4856. The unit will return one copy to the originator within 72 hours of receipt and retain a copy on file in FG Form 6551, Student Control Record. The originator/branch chief will file the returned copy of DA Form 4856. All copies are destroyed upon student transfer.

c. Officers and RNCOA students.

(1) Infractions by Officer or RNCOA students are reported on DA Form 4856. The TAC officer/SGL/ACE will deal with minor infractions that require only counseling. All serious infractions by officers will be processed through the chain of command, which includes the company commander, battalion commandant, LCIT commandant, and finally the Commanding General (CG), USASC&FG, who has withheld authority to impose administrative reprimands upon officers.

(2) When the actions of an officer warrant a reprimand, a recommendation will be forwarded with supporting documentation through command channels to the Office of the Staff Judge Advocate (OSJA) for preparation and staffing of the proposed reprimand.

(3) The commander, USASC&FG has withheld jurisdiction to exercise Article 15 authority over all officers and noncommissioned officers in the grade of master sergeant or higher. The Commander, USASC&FG, also has general court-martial jurisdiction over all assigned and attached Army elements and personnel at Fort Gordon.

(4) The procedures established in FG Regulation 27-1 will be complied with in all such cases. Any questions concerning the preparation, submission, or filing of an administrative reprimand, Article 15, or Court Martial should be directed to the OSJA Military Justice Division.

2-8. Incentives

a. TAC officers, SGLs, ACEs, Course Manager, and instructors will ensure that outstanding student actions and performance of duty over and above the expected or required are duly recognized and recorded in the same manner as unfavorable actions. Memorandums are utilized for this purpose and are also prepared when it is felt that a student shows superior leadership or other desirable characteristics. This report is retained in the Student Control Record for reference. Unit commanders may prepare Memorandums of Commendation when deemed warranted.

b. Officer or RNCOA students who have performed over and above that which is expected and have merited singular recognition are duly recognized by a Memorandum of Commendation or other appropriate means. This memorandum is prepared by the reporting element.

c. The 442nd Signal Battalion (SGL/ACE/TAC) is responsible for preparing evaluations for officers and enlisted students attending its courses. The School of Information Technology (SIT) is also responsible for preparing evaluations for officers and warrant officer students that attend its courses. RNCOA (SGL) is responsible for ANCOC and BNCOC student evaluations. The division/course chief is responsible for evaluations for non-IET enlisted students, sergeant or above, who attend courses over 60 days in length. DA Form 1059 (Service School Academic Evaluation Report) is utilized for evaluating academic and military performances.

Section III

Dress, Management Of Personnel, And Instructor Requirements

2-9. Dress and appearance of instructors, supervisors, and students

a. Military instructors will maintain high standards of dress and personal appearance at all times. Military dress is IAW AR 670-1 or the applicable regulation for the branch of service. The duty uniform is Battle Dress Uniform (BDU) unless otherwise specified.

b. Civilian employees will dress in appropriate attire commensurate with their duties, as determined by the supervisor.

c. When climatic conditions warrant, commandants, training battalions, course chiefs, or their designated representatives may authorize removal of the BDU coat/jacket by military students/trainees within their respective areas, provided the student is wearing appropriate undergarment(s). The entire class is not required to comply for the sake of uniformity. However, students must be in proper uniform when they depart the area.

2-10. Instructor requirements

a. The instructor's primary duty is the presentation of instruction in the course to which he is assigned, and secondly, the development of training, based on doctrine. Details and activities that interfere with the instructor's primary duty will be kept to a minimum and coordinated with the course chief/ commandant/battalion commander.

b. The primary instructor is responsible for instructing those subjects as reflected by the WTS and for which he is qualified to teach. A primary instructor is one who has completed all instructor training.

c. Assistant instructors are used to augment primary instructors in classes as determined by supervisory personnel consistent with the WTS. Qualified instructors or instructor trainees may be used as assistant instructors.

d. In IET/AIT courses, an "instructor trainee/instructor's aide" is a potential instructor who is awaiting enrollment in the instructor training course (ITC) or is an outstanding student in a particular class. Duties may include checking attendance, distributing instructional training material, assisting with training aids, demonstrating equipment, acting as a demonstrator, answering students' technical questions during practical exercises, and issuing tools and equipment. An "instructor's aide" is not used

as an instructor. Instructor trainees and instructor's aides will be under the supervision of a qualified instructor.

e. To obtain the qualifications needed for job assignment, every instructor, evaluator, and training developer must successfully complete the Instructor Training Course, Small Group Instruction Training Course, Systems Approach to Training Course, and Training Evaluator Courses (as applicable), IAW FG Regulation 350-2, Staff and Faculty Development Training. Instructors must be qualified and re-qualified IAW United States Army Training and Doctrine Command (TRADOC) Regulations 350-70, 351-10, and 351-18. Grade requirements for instructors are provided in DA Pam 611-21. Individual units may establish additional unit certification programs for their instructors, as needed. Instructors in units having additional certification programs will follow procedures and guidelines established in those unit certification programs.

f. The task(s) and responsibility of military and civilian personnel are reflected in approved organizational charts, job descriptions, and performance standards.

g. Staff and administrative offices will remain operational during payday activities.

2-11. Instructor cross-training. Each training division will conduct cross-training, as required to ensure that all instructors are qualified in as many instructional areas as possible, including MOS qualification where appropriate.

2-12. Branch/team chiefs' responsibilities

a. The team chief is responsible for all training while each class remains in a branch. The branch/team/course chief will keep the division and/or other appropriate chain of command personnel informed on all matters relating to training instructions, attendance, and progress of students within their area of responsibility.

b. Selection, training, and utilization of 442nd Signal Battalion/RNCOA SGLs are IAW the policies outlined in the TRADOC Regulation 351-10.

Section IV

Class Management

2-13. Student course assignment. A start roster is available from AIMS-PC indicating the students that are enrolled in a class. All enrolled students should be available on AIMS-PC NLT 1130 on Tuesday of each week (unless there is a holiday).

2-14. Instructor/student relationship. All military and civilian instructors will consistently demonstrate exemplary leadership and interest in the students. Instructors will demonstrate a positive attitude toward the Signal Corps, other Army branches and other military services. Instructors will present a positive approach, avoid derogatory reference to the Signal Center, personnel, equipment, or the Signal Center's environment in the presence of students. Instructors will at all times maintain a proper relationship with the students by adopting a spirit of interest and helpfulness. Social relationships between permanent party personnel and trainees must be scrupulously avoided. Acts of improper familiarity are prejudicial to good order and discipline, and will not be condoned. Instructors are prohibited from the use of their rank or position to intimidate or gain advantage of a student for personal gain or sexual gratification, regardless of the knowledge or consent of the student involved. Instructors will not use vulgar, profane, obscene, humiliating, racially, or ethnically-slanted language or gestures, nor engage in fraternization with the students. Instructors may touch students for the purpose of teaching proper task performance. However, physical contact with students for disciplinary or degrading reasons is prohibited. Violations are subject to disciplinary actions under the UCMJ or AR 690-700, Chapter 751.

2-15. Instructor duties before start of class

a. Prior to the arrival of students, and in sufficient time to take corrective action, the instructor will check the following items:

- (1) His personal appearance IAW paragraph 5.C.1, of this regulation.
- (2) The lesson plan and training material that is used.
- (3) Room temperature, ventilation, and lighting.

(4) Availability of class roster, seating chart (if used), student training records, and classroom teaching aids.

(5) A visitor's desk (or table) and chair will be placed at the rear of each classroom, unless equipment constraints dictate another location.

a. A visitor's folder will be placed at the visitor's desk which contains the following documents required IAW TRADOC Regulation 350-18 and FG Regulation 350-2:

Visitor's sign-in log

Current class roster

Current training schedule (weekly training schedule)

*Course Program of Instruction (POI)/Course Management Plan (CMP)

Current lesson plan

Instructor credentials

Critique sheets for class visitors

Daily risk assessment worksheet

b. Because of the volume of some Course POIs/CMPs and frequency with which some POI's change, these documents may be retained in the branch office rather than each classroom. If POIs/CMPs are maintained in the branch office, a notation will be placed in the visitor's folder indicating where the POI/CPM may be viewed.

(6) Availability and proper functioning of necessary training aids and equipment to ensure proper placement for viewing from all seats in the classroom or training area.

(7) General housekeeping, making certain the classroom floor and entrances were policed and chairs are arranged in an orderly manner to afford an unobstructed view of the instructor.

(8) Placement of identification data in an area unobstructed to the student's view. This data will consist of lesson plan title, lesson plan number, task number, group number, instructor's name, assistant instructor's name, week of training, and security classification. "Value of the Week" may be included where appropriate.

(9) Ensure that a "Class In Session" sign is attached to the entrance of the classroom during the period of instruction.

b. The instructor will report any discrepancies that are beyond his control to his branch NCOIC, branch chief, or division chief.

2-16. Class management techniques

a. Class Schedule

b. Upon students' arrival, the instructor will ensure the following is accomplished:

(1) Student attendance is taken IAW paragraph 5.A.3.a and paragraph

5.A.5 of this regulation.

(2) Student's view and hearing will not be obstructed and if so, appropriate changes are made in the seating chart (FG Form 6562, Group/Class Roster), if used. Fort Gordon Form 6562 is stocked at Center Publications, DOIM.

c. The instructor will report to his immediate supervisor the names of personnel who repeatedly violate class decorum.

d. The instructor for IET/AIT courses will provide students with scheduled breaks IAW current class schedules. In addition, the instructor is authorized to give brief "stretch breaks" of 2 minutes or less at any time during a class when such action appears warranted.

e. The SGL/TAC/ACE for Officer and RNCOA courses will provide students with a 5-10 minute break per 50-minute block of instruction as scheduled. The SGL/TAC/ACE is further authorized to give brief 2-5 minute breaks, as class actions deem necessary.

2-17. Reporting to an officer, visitor, or inspector of training. The assistant instructor will report to all visitors entering his classroom or training area. In the event no assistant instructor is available, the senior instructor present at any class will designate a student to report to any visitor or inspector. Reporting is accomplished in a normal military voice and manner. The instructor will acknowledge the presence of visitors during conference classes at the first possible opportunity. Class procedures will not be affected or disrupted to acknowledge the presence of visitors.

2-18. Class dismissal. Upon completion of the last period of instruction, the instructor will turn the class over to the class leader or drill sergeant for dismissal.

a. Enlisted students, sergeant and below, are formed into designated formation and marched to the company area by appointed personnel. Road guards are posted at all intersections and crosswalks. Students will double time across all roads, except during periods of categories IV and V and Wet Bulb Globe Temperature (WBGT) readings. Safety lights and/or luminous markings are utilized at all times.

b. Departure from crypto facility areas is IAW the established security practices. For classified instructions, see section 5.K. of this regulation.

2-19. Wet bulb globe temperature (WBGT) index readings

a. The Preventive Medicine, Eisenhower Army Medical Center (EAMC) will notify his Educational Television (ETV) Branch of the danger of heat casualties and the category of the WBGT. The ETV Branch will televise via ETV to all the major subordinate commands each Monday through Friday. When ETV is not operational, WBGT information is obtained from the hospital's heat index number (787-4688).

Academies and battalions/divisions are responsible for monitoring, disseminating, and ensuring compliance with the various heat alert categories.

b. In addition to the aforementioned heat index notification procedures, every effort is made to procure and utilize an approved WBGT device at all outdoor training sites, Willard Training Area FTX sites, and ANCOC and BNCOC sites. Heat conditions can vary significantly from one training site to another; thus it is imperative that readings be taken at the actual training site to ensure a greater degree of accuracy. The equipment of choice for on-site heat category determination is the WBGT portable unit, national stock number (NSN) 6665-00-159-2218, and is available through unit supply channels. Instructors at outdoor training sites will notify their training chain of command when the (WBGT) exceeds safe conditions at their site in order to initiate steps to deviate from standard training procedures.

When conditions indicate danger from heat exhaustion or conditions are completely adverse to instruction and learning, classes are relocated or stopped and physical exertion minimized. For the 31C, 31L, and 31U courses, a summer schedule is permitted, effective May through September, as follows:

ACADEMIC

PERIOD	(47 Minutes)	START	END
1		0630	0716
2		0716	0802
3		0802	0848
BREAK	(10 Minutes)	0848	0858
4		0858	0944
5		0944	1030
6		1030	1116
BREAK	(10 Minutes)	1116	1126
7		1126	1212
8		1212	1300

c. Further deviation or elimination of scheduled training is determined by the WBGT reading as indicated below:

<u>Heat Category</u>	<u>WBGT Index</u>	<u>Definition</u>
I	78–81.9 degrees	Extremely intense physical exertion may precipitate heat exhaustion or heat stroke; therefore, caution should be taken.
II	82–84.9 degrees	Discretion should be used in planning heavy exercise for unseasoned personnel. Consideration should be given to limiting the intensity of work and exposure to the sun.
III	85–87.9 degrees	Strenuous exercise such as marching at standard cadence should be suspended for seasoned personnel during first 3 weeks of training.

IV	88–89.9 degrees	Strenuous exercise should be curtailed for all recruits and other trainees with less than 12 weeks training in hot weather. Seasoned personnel, after having been climatized each season, can carry on limited activity at WBGT of 88 to 90 degrees for periods not exceeding 6 hours a day.
V	90 degrees and above	Physical training and strenuous exercise should be suspended FOR ALL PERSONNEL, except for essential operational commitments not for training purposes, where the risk of heat casualties may be warranted.

d. When wearing nuclear, biological, chemical (NBC) protective ensembles (MOPP gear), add 10 degrees to the measured WBGT. Limitations should be adjusted appropriately.

2-20. Severe cold weather

a. In the event of severe cold weather, division chiefs are authorized to move training indoors IAW USASC&FG Regulation 40–5, section a.

b. If indoor facilities are unavailable or indoor training is not feasible, division chiefs will request permission through the battalion S3 to the battalion commander to cancel training for those courses under his authority. Battalion commanders/BN S3s are responsible for ensuring that coordination for rescheduling canceled training is accomplished IAW published guidelines.

Section V

Unit Control Of Students

2-21. Coordination of student absences

a. AIT student absences are controlled by unit commanders and coordinated with the course chief or his designated representative. Coordination ensures that both the unit commander and the course chief are aware of which students are absent, for what reason, and for how long. Unit commanders will take action to ensure that only necessary absences are authorized.

(1) The course chief is responsible for coordinating student attendance matters at the course level. All questions by unit operations personnel are referred to the course chief or his designated representative.

(2) The unit will provide the course a daily personnel status report to facilitate accurate student control by preparing Section I of

FG Form 6277-3 (in triplicate) for each shift as follows:

a. The unit representative will carry two copies of the form to the course. The third copy is retained in the unit's suspense file.

b. The report will list all known students who are absent at anytime during the shift, the estimated length of the absence, and the reason for the absence. The report will be signed by the unit commander or his designated representative.

c. The instructor or designated individual will verify Section I of the report by entering the absentees not submitted and annotate the absentees' time to return to class. The course will enter the absentee's name in Section II if not entered in Section I. The course will also enter in the "Reason" block the absence code, module or phase of instruction, and total hours missed. One copy is retained by the course for 30 days and the original returned to the unit by the class leader.

(3) Students returning from an authorized absence will report directly to class with FG Form 6436 properly annotated by the activity they visited. Unit personnel are authorized to release students for appointments when duty or appointment is in the unit, or when transportation or other requirements as determined by the unit commander dictate that the student must return to the unit prior to reporting to class. The course will vigorously review absence slips, and the unit will stringently control them to prevent abuse.

b. Instructional time lost as a result of nonscheduled activities, payday, and special occasions not provided for in the Master Training Schedule (MTS) is rescheduled IAW paragraph 5F of this regulation.

c. See paragraph 5.a.5 for additional guidance on classroom management of student absences.

2-22. Control procedures for AIT students

a. Student Control Record.

(1) The unit will initiate FG Form 6551 for each student immediately upon his assignment to the unit as part of his in-processing procedure. Each student will also complete FG Form 6249, Student Personal Data Questionnaire, which is reviewed by the unit commander and then filed.

(2) The Student Control Record, will contain, as a minimum, the following items: FG Form 6436, DD Form 689 (Individual Sick Slip), DA Form 4856, profiles, processing overseas reassignment (POR) forms, and any UCMJ action.

(3) Use a soft-lead pencil to make all entries. When the student's file is no longer needed (graduation or transfer outside of USASC&FG), all entries are erased and the form reused as many times as possible.

(4) The Student Control Record is maintained in the Unit Administration Center in the military personnel reference paper files, as provided in AR 25-400-2. Guides are used to divide the files alphabetically in active and inactive sections. Inactive includes holdovers and graduates removed from training or relieved by dismissal action, etc.

b. Academic Actions.

(1) When any communication arrives in the unit concerning advancing a student from one group to another, an appropriate entry is made in the first, second, and third advance blocks of the Unit Control Record as appropriate. The communication is then placed in the envelope. When more than one name appears on the communication, it is reproduced and a copy placed in the Student Control Record for each individual on the list.

(2) When a notice of a recycle is received, it is posted as appropriate, and the notice placed in the Student Control Record in the same manner as notices of advance. If a recycle results in a change of unit, a copy of the Assignment Memorandum, prepared by the S1, 15th RSB, is enclosed and the complete Student Control Record is forwarded to the gaining unit.

(3) Proceedings to eliminate a soldier from the Army are handled IAW AR 635-200. Upon completion of the action, a copy of the Memorandum of Notification with all endorsements and enclosures is placed in the envelope. The file is returned to the active section if the student is returned to his original course. If the student is reclassified to another course at USASC&FG, a copy of the assignment memorandum is enclosed and the complete Student Control Record is forwarded to the gaining course. If the student is relieved from further training, the envelope is placed in the inactive section of the file for 30 days, after which it may be destroyed.

(4) When a student is removed from training (inactive Hold)), the date and reason are posted on the Student Control Record. A memorandum, subject Disposition of Personnel Removed from Training (see Fig 1), is initiated by the commander and sent to the Chief, Trainee/Student Processing Branch. A copy is filed in the student's record. The file is placed in the Removed from Training section until final action is taken. If a student is returned to class, the appropriate entry is made in the Removed from Training "Results"

block of the Student Control Record. The file is then returned to the active section. Files for students relieved from training are placed in the inactive section until the student departs the installation; then, they are destroyed.

c. Administrative Actions.

(1) All administrative actions, including absences for charge of quarters and assistant charge of quarters, appointments, etc., are entered on the numbered lines in the Administrative Actions section of the Student Control Record, showing date, nature of action, and results. For absences, the number of academic hours missed is included in the "Results" column. The line number is used as the serial number of FG Form 6436 and when the slip is returned from the course, it is placed in the envelope. If more space is necessary, use the reverse side of the form.

(2) DA Form 4856 actions are entered as administrative actions on the Student Control Record and placed in the envelope.

d. FG Form 6436, Student Excused Absence Slip.

(1) The number of persons authorized to issue slips within the company is limited to the absolute minimum essential for efficiency. The division, course, and unit concerned will maintain DD 577 (Signature Card) with specimen signatures of those persons authorized to issue slips.

(2) FG Form 6436 is prepared to include the following:

- a. Preparation date.

- b. Name, rank, social security number (SSN), and unit of the student.

- c. Course and group number.

- d. Reason, code number, and nature of the absence.

(3) The completed FG Form 6436 is maintained in the student's record and destroyed when other contents of the Student Control Record are destroyed.

e. Record of Judicial and Non-Judicial Punishment. Judicial and non-judicial (Article 15) punishment is entered in the "Remarks" section of the Student Control Record. The entry is limited to a brief notation as to the type of punishment and date; for example, "Co Article 15, 2 May 1995". For judicial punishment, a copy of the Report of Results of Trial is placed inside the envelope. For non-judicial punishment, an extra copy of DA Form 2627, Record of Proceedings Under Article 15, and DA Form 2627-1, Summarized Record of Proceedings Under Article 15, is filed in the envelope. These copies are destroyed IAW AR 27-10, paragraph 3-37c, or when other contents of the Student Control Record are destroyed, whichever occurs first.

f. Soldiers attending courses at USASC&FG are relieved from training IAW AR 614-200, chapter 4, paragraph 9; USASC&FG Regulation 15-1; and this regulation.

Section VI

Makeup Instruction

2-23 Loss of instructional time. The class may have a loss of instructional time either for scheduled reasons, such as directed training holidays, Post Organization Day and Safety Day. Class training time may also be lost due to unscheduled reasons, such as retreat parades, excessive temperature, or inclement weather. Individual loss of instructional time may occur as a result of sick call, emergency leave, guard duty, etc. The student's primary duty is the successful completion of training in the course

to which he is assigned. Details and activities that interfere with the student's primary duty will be kept to a minimum and coordinated with the course chief/commandant/battalion commander.

2-24 Compensation of lost instructional time

a. Course chiefs will compensate for as much lost class time as possible by planning and adjusting the remaining academic and administrative time.

(1) The quality of makeup training is the same as that of regularly scheduled instruction. Time required for makeup training is determined locally.

(2) Consideration should be given to reducing practical work that can be reviewed in a later portion of the course of instruction. All training specified in a TRADOC-approved POI, as required for graduation, is made up.

(3) Condensing conference instruction is considered only when all other means have failed to provide the required makeup time.

b. Makeup of lost time by an individual student rests with the student, the course chief, and the class instructor, using the means available. Unit commanders will ensure students are made available for makeup instruction. When individual loss of instructional time within a class or class section is so widely dispersed throughout the instructional week that it is impossible for a class instructor to adjust the class schedule to the needs of each individual, the class instructor or faculty advisor will:

(1) Discuss the makeup of lost time with individuals on their first return day to class and assist the student as follows:

(a) Provide homework assignments as necessary.

(b) Encourage voluntary attendance at remedial training classes or, if warranted, schedule attendance and supplemental training classes.

(c) Provide personal tutoring whenever practicable. Maximum use will be made of assistant instructors for tutoring. Time scheduled for the practical exercise may be used if no main point of instruction is lost and if makeup material is more important than the practical exercise.

(2) Ensure the students understand the assignment. Students are responsible for completing assignments and, when required, submitting them to the class instructor.

(a) Makeup instruction for individual students will not be allowed to interrupt or delay class progress.

(b) Makeup instruction for classified courses or classified phases of courses must be conducted within designated secure facilities.

Section VII

Remedial Training/Academic Deficiencies/Recycles/Reclassification/Elimination From Training/Remove From Training Report

2-25. Purpose: The purpose of this section is to prescribe policies and procedures for remedial instruction, academic deficiencies, and dismissals for all resident training courses due to academic deficiencies.

2-26. Remedial Training

a. Remedial training serves to assist the student who does not attain the minimum required level of proficiency in training. It is designed to meet the needs of the students and is not used as a means of punishment.

b. Until a student has failed the minimum number of tests to warrant consideration for recycling, reclassification, elimination, etc., remedial training is mandatory after any test failure or NO-GO during any practical exercise, or when a student's academic average falls below the standard established for the course. All courses are responsible for establishing a remedial training program which best meets the students' needs.

c. It is essential that instructors be conscious of their inherent position as guidance counselors and make every effort to detect potential student failures before the student becomes a candidate for recycle or dismissal action.

d. Potential recycles are identifiable in class and may exhibit one or more of the traits listed below:

- (1) Inattention in class.
- (2) Failure to participate in classroom discussions.
- (3) Failure to answer questions.
- (4) Poor performance during practical exercises.
- (5) Unacceptable "quiz" grades.
- (6) Failure of examinations.
- (7) Receiving one "NO-GO" on performance tests in more than one annex.

e. Early academic assistance may preclude the student from becoming an attrition statistic. These actions include:

(1) Individual attention by instructors or assistant instructors.

(2) Extra outside study assignments.

(3) Guided exercises.

(4) Extra assistance with detailed explanations during the laboratory phases.

(5) Based on the student's needs, instructors will conduct academic assistance classes using hands-on and/or written exercises. The instructor is responsible for coordinating the student's academic assistance requirement with the student's unit.

(6) Any student, who wishes to volunteer for additional instruction in an academic area may receive remedial training, provided the training does not conflict with unit activities.

f. Documentation of remedial training:

(1) During course orientation, students must be made aware of factors that may result in a recycle or dismissal action. In addition, they must be informed about remedial training requirements.

(2) When remediation is required, course personnel will complete DA Form 4856 (Developmental Counseling Form) to provide the unit commander the required information on the student's training status.

(3) Officer and RNCOA students will receive remedial training IAW TRADOC Regulation 351-10.

(4) Remedial programs for AIT/IET will be IAW TRADOC Regulation 350-6 and will ensure adherence to the following parameters:

a. Every effort is used to provide remedial training immediately following the end of the academic day, with retest the following work day. Under unforeseen circumstances (such as non-availability of equipment), an exception may be made to retrain and retest the student on the day following the failed test.

b. Remedial classes should be scheduled for a 2-hour minimum session; however, classes may last as long as required to ensure students' needs are met. Remedial training is not conducted during the student's regularly scheduled class time unless the situation dictates the action as being appropriate.

c. Based on availability of equipment, remedial training for performance-oriented tasks is conducted on the equipment/item specified in the task by using written or hands-on and practical exercises.

(5) For Reserve Component students (Active Reserves, National Guard) who exhibit the traits of a potential recycle, early remedial action will also include the forwarding of general counseling forms to the Office, Executives for Reserve Component Affairs (ATTN: ATZH-RA) for review and comments.

g. Attendance at remedial training.

(1) Attendance at remedial classes is mandatory.

(2) Course chiefs will prepare a consolidated roster, by company, of students requiring remedial training. The roster will identify students as either volunteers or mandatory attendees. Course chiefs will coordinate with unit commanders and/or first sergeants by the most expeditious means in order to identify students who will be held for remedial classes and re-tested. Additions to or deletions from this roster may be expedited by telephone calls between course chiefs and unit commanders.

(3) Unit commanders will ensure that students assigned to remedial classes are exempt from any activity that would interfere with their attending these classes. Remedial classes and retest will not interfere with student's meal hours.

2-27 Academic Deficiencies

a. Test failure procedures.

(1) Battalion Commanders and RNCOA Commandant, and Director, SIT, will dismiss students from the course who fail to meet performance standards for a graduation requirement, and/or require extraordinary assistance to remain in the course.

(2) Each course must spell out test standards in a written evaluation plan to be issued to each student upon enrollment. Courses must also include these standards in course management plans and implementing instructions.

(3) After remedial training, courses may retest one time, those students who fail to achieve established minimum written or performance standards on a module or annex test. Retest scores will be annotated in student records along with counseling and remediation documentation. However, students who require and pass a retest will receive the minimum passing score for that event and will automatically be removed from class honors consideration (except in the case of Interactive Multimedia Instruction (IMI) self-paced instruction. Battalion commanders, LCIT Commandant and RNCOA Commandant, will dismiss soldiers from the course who fail to meet minimum passing standards or academic score on any retest within a module/annex.

(4) Certain exceptional circumstances may arise during training that might require a second retest within a module/annex (such as the sudden illness or emergency removal of

the student during the retest administration, or during the students appeal process. Based upon the determination and documentation by the Battalion Commander, RNCOA Commandant or Director, SIT, that these exceptional circumstances exist, the student is deemed to not have completed the retest and will be retested again. This option must be listed within the student evaluation plan for a course.

(5) For officer training: On the first test failure the TAC/ACE/Course Manager will decide the disposition of the student. On the second test failure, the Division Chief will decide the disposition of the student. On the third test failure the Director, SIT (Warrant Officers, FA 53) or the Commander, 442nd Signal Battalion (Captains Career Course, SOBC, FA24), will conduct an academic review and evaluation of the student's ability to continue in the course. If it is deemed necessary to eliminate an officer from training, the officer's removal will be processed IAW FG Regulation 350-8-1 and other pertinent regulations listed in Annex B of this document.

(6) For courses taught by the Warrant Officer Division, SIT: Three end-of-annex test failures (to include re-test) will require a Student Academic Deficiencies Decision Request (SADDR) be submitted through the Deputy Director, SIT to the Director, SIT. The only exception to this is the Standardized COMSEC Custodian Course (SCCC). Any student in the SCCC, whether in the functional course or WOBC, who fails a test on the first try will be considered an academic failure and will be removed from the course. This policy should be stated in the Program of Instruction and Course Outline for this course

(7) For ANCOC and BNCOC Courses: The second regular annex test failure will require counseling by the RNCOA Commandant. Submission of a SADDR is not required, however, written documentation of counseling and remediation must be maintained. The ANCOC/BNCOC students enrolled in CISCO training will be subject to the test failure guidelines established for that course by LCIT. When the RNCOA Commandant deems it necessary to eliminate a student from training, the dismissal will be IAW AR 350-10, AR 600-9, TR 350-18, TR 351-10, and the USASMA Course Management Plan from the U.S. Army Sergeants Major Academy (USASMA)

(8) For IET/AIT courses:

a. The Course Chief will submit a SADDR through his chain of command and the Battalion S3 to the Battalion Commander requesting recycle, reclassification or dismissal for any student attending an AIT course of less than 17 weeks who fails three end-of-annex tests or re-tests. Students attending courses of 17 weeks or longer may be allowed up to five test/retest failures before a SADDR requesting recycle, reclassification or dismissal is submitted. For Assignment Oriented Training (AOT) courses, the total number of failures should be considered for the full length of the course including both common core and technical specific track. The course/division chief may recommend recycle prior to the above test failure limitations if deemed appropriate.

b. The SADDR will be in memorandum format and will include all DA Forms 4856 counseling statements, test scores, remedial training verifications, and recycle documentation (if applicable), and may include recommendations from the instructor and each level of supervision.

c. Based on review of the SADDR and appropriate research, the battalion S3 may decide to allow the student to continue in the course with additional remedial training until the next test, or recycling, or may decide to initiate the process for reclassification or elimination to be approved by the Battalion Commander.

d. If the battalion S3 allows the student to continue in training, the student's next test failure will require a follow-up review by the battalion commander. This process will continue until the battalion commander decides to remove the student from training and recommend him for reclassification or elimination; or the student graduates.

e. Once a student has been recycled, he must pass all tests. If the student fails a test, he will be processed with recommendation for reclassification or elimination.

b. Academic failures - courses of action and appeals.

(1) Course personnel will use the appropriate Battalion/RNCOA Commandant/SIT Director chain of command to submit actions to recommend recycle or removal from training

for students. Recommendations must be accompanied by adequate audit trail of counseling. Once a student has demonstrated an inability to meet course requirements, course personnel will recommend one of the following actions for approval/disapproval:

- a. Recycle IAW paragraph 3-30 of this regulation.

 - b. Reclassify.

 - c. Eliminate IET/AIT students from the Army IAW AR 635–200, AR 350-1, and TRADOC Regulation 350–6.
 - 1. If attending an MOS producing course for the purpose of reclassification, student will revert to previously held MOS and be reassigned or returned to his unit, as appropriate.

 - 2. If attending a functional or ASI producing course, student will be returned to his unit or will be reassigned based upon primary MOS and the needs of the Army.

 - e. Recommend dismissal from training for professional development students IAW AR 600–8–24, Officer Transfers and Discharges, AR 135-175, Separation of Officers, AR 350-1, Army Training and Education, TRADOC Regulation 351–10, Schools, Institutional Leader Training and Education, and USASC&FG Regulation 350-8-1, Officer Boards (for Officers and Warrant Officers only).
- (2) All actions that result in reclassifying or eliminating a student from the Army will be IAW applicable regulations listed in Annex B of this regulation. Final approval for reclassification or elimination from the Army for AIT students will rest with the Battalion Commander. The Commandant, LCIT, must approve actions that result in removing officers/warrant officers from training for academic and/or leadership deficiencies. All actions to remove RNCOA students from training must be approved by the commandant, RNCOA.

(3) The course chief will monitor the student's status while awaiting the battalion S3 or commander's/Commandant's determination on the disposition of a student IAW paragraph 5R of this regulation.

(4) Appeals will be submitted for approval/disapproval to the Battalion Commander, Commandant, LCIT, or Commandant, RNCOA, as appropriate for the course's chain of command. Appeals for officers/warrant officers will be IAW FG Regulation 350-8-1.

2-28. Recycle Actions:

a. Except for unusual circumstances, academic recycling will be limited to a total of 4 weeks for any one trainee in any one course of instruction of 8 weeks or less duration. For courses longer than 8 weeks duration, trainees will be limited to not more than two academic recyclings, only one of which may be permitted in the last 6 weeks of the course. Once a student has been recycled according to the above limitations, he must pass all tests. If the student fails a test, he will be processed with a recommendation for reclassification or elimination. Recycling a student is designed to meet the needs of the students and is not used as a means of punishment.

b. When entering AIMS-PC input, a student is designated a Recycle when withdrawn from a class group and re-entered in a subsequent group because of:

(1) Failure to attain the minimum required level of proficiency in academic training as specified in this regulation.

(2) When total time lost in any annex and/or module exceeds 3 consecutive days, for medical or dental appointments, emergency leave, absent without leave (AWOL), or other administrative reasons.

c. For first and second recycles, course chiefs will notify the Company concerned and the Trainee/Student Processing Branch by e-mail. Course offices will insure the class assignment is updated in AIMS-PC. The reason for recycle action is coded, using the appropriate AIMS-PC status codes and

recorded in the list of reasons (use AIMS-PC status codes, not attrition codes). The week of instruction for which the student was turned back is also reported in the "Week of Instruction."

2-29. Reclassification Actions:

a. Battalion S3, upon approving the removal of a student from training, may request the transfer of a student to a less technical course. Determining factors will be the allowable time to complete the course, or the student's inability to comprehend the material presented in a course. In such instances, the battalion S3 will forward his recommendation to the student's unit commander. The unit commander will coordinate the transfer of the student with the Trainee/Student Processing Branch. Students are not transferred to another course until reclassification action with the Trainee/Student Processing Branch and DA is completed.

b. The battalion commander will decide the disposition of a student who fails the first training attempt at an MOS-producing school/course, is given remedial training IAW TRADOC Regulation 350-6, and is recommended for evaluation by the battalion S3. If the student is evaluated by the battalion commander as being exceptional and worthy of a second training opportunity, the student will be reclassified IAW current DA and Trainee/Student Processing Branch policies. In all cases where a second training opportunity is not successful or not granted or where an alternate MOS cannot be found, training unit commanders will initiate separation action.

c. When entering AIMS-PC input, a student is designated a Retrainee when he is reclassified from his original MOS course and enrolled in a different course for reasons of academic, administrative, or physical deficiencies. Reclassification of a student is coordinated through the Trainee/Student Processing Branch. "Sister Service" students are reclassified by their particular service IAW their regulations.

2-30 Actions to eliminate a soldier from the Army: Action to eliminate a soldier from the Army may be initiated at any time when the soldier's commander determines that the soldier is unsuitable for further training IAW applicable regulations listed in Appendix B of this regulation.

2-31 Transfer of IET/AIT students to a non-training status (Remove from Training Report).

a. A student missing class for 3 consecutive working days is placed in a "Remove from Training" status NLT the first period of the fourth day. However, certain situations may require an exception to this standard. For example, a student could experience excessive absences, while not consecutive, in the same annex, which could indicate that he is not adequately prepared to successfully pass the annex examination and/or proceed successfully through the course. In cases of this nature, the course branch chief/division chief will make a decision as to what course of action is in the best interest of the student.

b. When there is prior knowledge that a student will be removed from training on a given date, unit commanders will ensure the student is so listed on the first day of absence (include student personnel assigned to special projects). Units are required to immediately inform course personnel when these situations arise.

c. When a student is reported as removed from training, the training division will immediately notify the appropriate company/battalion of the actions taken by means of e-mail (see Fig 1). The course will post FG Form 6548 and class rosters with the date and reason the student was removed from training. The unit will post the Student Control Record with the date and reason, and place the record in the "Removed from Training" file.

d. When a student who was removed from training returns to duty, he will be classified as a Recycle student. The commander or his representative will notify the Battalion S3 by electronic mail requesting the student be reinstated in the course (see Fig 1). Based on the student's prior academic performance/learning ability, the battalion S3 has the latitude to turn the student back or to provide remediation and return him to his original class. The Student Control Record is annotated and placed back in the active file. Upon notification by the Battalion S3, course offices will update AIMS-PC, and annotate the class roster to reinstate the student in class.

e. If the student that was removed from training is not returning to duty, he is dropped from student status. The unit will notify the course in writing (note or e-mail) as soon as possible, but NLT 3 days following the determination of the drop from training status. Course office will insure that AIMS-PC is updated and all course records are posted.

f. A student who is pending administrative action or judicial/non-judicial punishment will remain in the course until the approving authority signs the final action. If the student's behavior is found to be disruptive to the learning environment, he may be removed from training and placed in a removal/hold status until the action is completed. However, supporting documentation (such as counseling

statements) must be provided. When determination is made to drop a student from the rolls or discharge a student, the unit will notify the concerned training division by electronic mail, providing pertinent data as to the special order number, date, paragraph number, etc. The training division will notify the course of the action taken, and the course office will insure the class assignment is updated in AIMS-PC.

g. Students removed from training for reasons of a temporary medical profile will remain in a removal status until the temporary profile is lifted or the profile is reclassified as permanent. If the student is declared fit for duty, he is reinstated in his assigned course. If the profile is declared permanent, the student is recommended for relief from training as untrainable and recommended for reclassification (see Fig 1). The unit commander or his representative will notify the training division. Upon notification by the training division, the course office will post the course records and insure the class assignment is updated in AIMS-PC.

h. The unit will process a student returning from AWOL, who has been carried as inactive on DA Form 4187. After consultation with the student, considering mitigating or extenuating circumstances, the battalion may return the student to class or retain the student for any punishment deemed necessary or removed from training status and initiate dismissal action.

Section VIII

Accelerations

2-32. Purpose

a. The purpose of this section is to insure Fort Gordon agencies are notified of any student accelerations and changes in class end dates, and that the AIM-OC and ATRRS are changed, as necessary. In both situations, the appropriate Fort Gordon activities must receive early notification of the change approval.

b. "Accelerated" in the context of this document means that the student/class has met all requirements for graduation. The diploma end date will be changed to match ATRRS/AIMS-PC. The PRS/DOT will make any other changes in the diploma as appropriate on a case by case basis.

2-33. Acceleration of Individual Students and Change in Class End Dates

a. The Commander, 15th RSB/Commandant LCIT and Commandant RNCOA, are the approving authorities for individual student accelerations. The DOT is the authority for locally approving changes in ATRRS/AIM-PC class end dates, since TRADOC approval must be first obtained. The 73rd Ordnance Battalion and OEMTD are approving authorities for individual student accelerations and class end date changes for Ordnance courses, and will obtain prior approval of end date changes through the U.S. Army Ordnance Munitions and Electronics Maintenance School (USAOMEMS), Redstone Arsenal, AL.

b. Accelerated students and class early graduation must be coordinated at least 3 weeks in advance of graduation to insure students' orders are properly prepared.

c. When the new date(s) are determined, the following agencies will be notified immediately via email by the unit desiring the change(s).

- (1) Programs and Records Section (PRS), Dot, for AIMS-PC and ATRRS changes*
- (2) Trainee/Student Processing Branch (DHR), for orders and outprocessing
- (3) USAR/ARNG Liaison, for orders and unit notification
- (4) General Dynamics, for their contracted training
- (5) International Military Student Office, for international students

* After approval of class end date(s) is received from TRADOC and required changes are made in AIMS-PC/ATRRS, PRS will notify all affected activities via email.

d. National Guard and Reserve students (non-IET) may be accelerated through any area of a course. This may or may not result in moving to an earlier class. If so, training space must be available and the minimum skill requirements must be met upon graduation. These students will be accelerated no closer than 3 weeks prior to the end of the course to allow for outprocessing preparation. USAR/ARNG IET/non-IET students can be accelerated within their class or as part of the entire class to enable early processing/shipping out.

e. If any accelerated student is placed in an earlier class, PRS/DOT will immediately contact the AIMS-PC contractor to request the student be moved in AIMS-PC (an interim measure until the AIMS-PC software will allow moving a student to an earlier class). Qualification for acceleration and/or assignment to the new class should be determined as early in the course as possible.

ATZH-_____ (340) (Date)

MEMORANDUM FOR Commander, HQ&A Company, 73d Ordnance Battalion, Fort Gordon,
Georgia 30905-5000

SUBJECT: Disposition of Personnel Removed From Training

The following student(s) has/have been placed in a removed from training status, 2 June 1997:

<u>NAME</u>	<u>SSN</u>	<u>GROUP</u>	<u>WK OF TNG</u>	<u>REASON/CODE</u>
SMITH, Billy J.	579-44-2245 1-80	6	Hospital/4	

JOHN J. JONES
Colonel, SC
Director

ATZH-_____ 1st End

Figure 1. Disposition of Personnel Removed From Training

Section VIII

Academic Records And Reports

2-34. Filing Individual Student Training Records/Grades

a. Fort Gordon Form 6548 (Student Absentee and Grade Record) and 6548-1 (Instructor Remarks Continuation Sheet) are prepared and maintained by each course for each student IAW instructions provided on the form. Officer/NCOES courses are authorized to use computer printout sheets instead of FG form 6548. These forms/computer printouts and associated collateral documentation are designated a "K" (short term) type document, to be filed for a minimum of 3 years, but no more than 6 years, then disposed of IAW AR 25-400-2, paragraph 7-4.

b. Test grades and the results of performance testing ("GO"/"NO-GO") are returned to students during critiques, which are normally conducted within 2 working days following the examination (performance testing includes, but is not limited to academic practical exercises, APFT, leadership roles, and drill and ceremony testing

c. The SGL/instructor is the student's primary source of information concerning his grade average and general academic standing. Questions concerning specific examinations may be referred directly to the primary instructor.

2-35. Enrollment/Prospective graduate rosters/Limited Training

a. The PRS, DOT, and the Trainee/Student Processing Branch, DHR, will have ALL incoming students complete FG Form 6690-R, Academic Records Student Data Sheet, before PRS initially enrolls the students into AIMS-PC.

b. Each course will ensure that class rosters are verified in AIMS-PC for all classes 5 working days after the start and 14 working days prior to the close (2 working days for courses 2 weeks or less). The PRS, DOT; Trainee/Student Processing Branch; 15th RSB and LCIT will extract each graduation roster for which they are responsible, via AIMS-PC, on the 14th working day prior to the close date. In cases where courses have an amended end date, the PRS/DOT, Trainee/Student Processing Branch, and the 15th RSB and/or LCIT are alerted via e-mail of the adjusted end date.

c. The Personnel Operations Branch, DHR, uses the AIMS-PC prospective graduate roster to prepare MOS award orders, acquire assignments for the graduates, and ensure administrative actions are completed for the students to depart. The PRS, DOT, will use the finalized graduate rosters from AIMS-PC to prepare diplomas and certificates for graduating students. In accordance with AR 600-8-19, 9 Dec 02, paragraph 3-51c, DA Form 87 (Training Certificate) must be signed by either a Field Grade

Officer serving in a Lieutenant Colonel (LTC) or higher coded position, or a civilian equivalent to a LTC (GS-13), in order for the student to receive promotion point credit. The civilian grade, as well as the military, must be stated on the DA Form 87.

d. Courses will identify students who should have their Individual Training Record (ITR) (DA Form 5286-R) annotated, due to having received limited or no training in critical tasks pertaining to their MOS, as prescribed in the course POI. The training deficiency will be listed on the ITR with its corresponding task number from the trainer's guide. Additionally, recommended training alternative(s) will be annotated, such as supervised OJT, Army Correspondence Course Program, etc. The ITR will be used by the gaining command to make valid assignments and to program necessary training. Situations that require an ITR entry include, but are not limited to, non-availability of equipment, inoperative equipment, or other reasons which cannot be resolved through recycle or other administrative procedures. Every effort will be made to provide makeup training for the student prior to graduation to avoid an ITR entry. Guidelines for maintaining a minimum training record are found in AR 351-1.

e. Regarding training deficiencies requiring an ITR entry, separate course records will include identification of the deleted portion of the POI (and impact on training program of such a deletion). Also included will be an explanation as to why the deletion of training is necessary, with any actions underway to correct the problems causing the training deficiencies.

f. Courses may annotate training deficiencies on individual student's DA Form 5286-R with their chain of command approval. Under no circumstances will courses annotate training deficiencies on DA Forms 5286-R for a class/group without obtaining prior written approval from Resident Training Management Branch (RTMB), DOT. The OEMTD will utilize the method authorized by the USAOMEMS to report training deficiencies.

Section X

Classified Instruction Procedures

2-36. Security clearance

a. No student will receive instruction in classified subjects unless it is determined in advance that he possesses the proper clearance to receive such information. During a classified class period, the course chief will schedule students without proper clearance to receive unclassified instruction or to review related subject matters. (Free time is not granted to students who are not cleared to receive classified instruction.)

b. The battalions will ensure that in all courses which present classified instruction, a class roster listing the name, rank, and SSN of each individual is obtained from AIMS-PC, which indicates the security clearance status of each individual attending the class. In cases where class rosters cannot be obtained from AIMS, a roster may be submitted through the unit and brigade S2 or S3 to the Chief, Personnel Security Investigation (PSI) Section, Security Division, Directorate of Public Safety (DPS), for verification of security clearance for each student. The course chief will ensure that the appropriate instructors have up-to-date rosters in their possession. Commanders will ensure that students who are enrolled in courses requiring security clearances possess a valid identification (ID) card.

c. During classified lessons, the instructor or his designated representative will challenge unknown or unescorted visitors requesting entrance into the training area. Visitors are required to sign in on a DA Form 1999-R (Restricted Area Visitor Register). Access to secure areas is refused to all persons without proper clearance.

2-37. Security procedures

a. Prior to each classified period of instruction, all doors to the classroom are closed and locked from the inside, and if the classroom has windows, the blinds are closed. Only one entrance is utilized for admitting students into the classroom. The instructor will check each student into the classroom by having the student announce his name and SSN, followed by checking his ID card. The SSN, as accounted by the student, is checked against the roster and his ID card. The picture on the ID card is checked closely and positive identification made. If any doubt exists, the person of doubtful identity is not allowed to enter the room and/or training area, but is referred to the course chief for identification and clarification of clearance status.

b. After the students are checked into the classroom and/or training area, the instructor will announce to the students the classification of the instructional training material to be presented and will instruct the students that notes will not be taken. Prior to class dismissal, the instructor again will announce the classification of the instructional training material. As soon as the period of classified

instruction ends, all instructional training material and scratch paper are collected and accounted for prior to unlocking the door and dismissing the class. Classified material is stored in a GSA approved safe, with one drawer labeled "FOR DESTRUCTION ONLY" until it is properly destroyed, burned, or shredded IAW AR 380–5, chapter 9.

c. The procedures outlined above are in addition to the requirements set forth in AR 380–5 and AR 380–40 concerning entry into the cryptographic storage area or access to any type of classified material.

d. The communications security (COMSEC) procedures and procedures for control of classified and unclassified COMSEC equipment, to include controlled cryptographic items (CCI), will be located at the training site.

Section XI

physical security

2-38. Control of facilities and equipment

a. Facilities. Building custodians are responsible for the physical security of each building and area assigned. Physical security will include attention to fire and safety hazards and assurance against unauthorized entry into both inside and outside plant facilities. At the division level, the hand receipt holder or his appointed representative is responsible for the physical security of buildings and area assigned.

b. Equipment. The COMSEC custodian is responsible for the control of accountable COMSEC supplies and equipment. Accountable items are controlled and managed IAW Army regulation and technical bulletin (TB) 380-41, dated Oct 94. Accountable items are counted and signed for on DA Form 2653-R, COMSEC Acct - Daily Shift Inventory, at the change of each shift.

c. Accountability. The supply officer is responsible for the accountability of other than COMSEC equipment IAW the 700 series regulations. DA Form 2653-R is utilized in classified areas. Any inconsistencies are immediately reported to the COMSEC custodian. Standard Form (SF) 701 (Activity

Security Checklist) is used for room equipment inventories and unclassified equipment; however, DA Form 2653-R is used for unclassified CCI equipment.

2-39. Off limit areas. Furnace rooms, storerooms, offices, and issue rooms are off limits to all personnel except as specifically authorized. Students will remain in their own course areas and will not enter buildings used by other courses, except on official business.

2-40. Repair and removal of equipment. Students will not repair equipment except as authorized by the instructors. Students responsible for the negligent loss of, or damage to government tools and equipment are liable for repair or replacement of those items and may face disciplinary action in cases of willful loss or destruction. Personnel will not remove government property from areas of duty assignment without written permission.

Section X

Inactive Student Report

2-41. Purpose. The purpose of this section is to provide the Command Group with a weekly student Holdover/Holdunder status. The report will reflect a breakdown by student name and the reason the student is not in training.

2-42. Procedures and responsibilities

a. Commanders are responsible for ensuring that the number of personnel in an "Inactive" status remains at the lowest possible level within their organization.

b. The Inactive Student Report for the Command Group will be assembled at the Brigade level and provided NLT COB Thursday to DOT (PRS) and DHR (Trainee/Student Processing Branch).

c. In addition, the 15th RSB will provide daily reports to DHR to insure student status is accurately maintained in the ATRRS, IAW TRADOC Regulation 600-6.

d. For the Command Group, DOT (PRS) will combine into one summary report the inactive student status, using selected information extracted from the Brigade report. DOT (PRS) will distribute via email the complete Brigade report and the DOT summary report.

Section XIII

International Military Students

2-43. Security assistance training program

a. The USASC&FG provides military training and assistance to other nations to help them maintain their defense strength and military capability.

b. Training international personnel is one of the most productive and cost effective applications of Security Assistance within U.S. foreign policy.

2-44. International Military Students Office (IMSO). IMSO's (USASC&FG) mission is to provide and coordinate for the total support of international military trainees during their visit to Fort Gordon. The support requirements include administration, academic, education, social, and personal needs. IMSO's goal, as to the goal of Security Assistance Training, is to:

- a. Provide a quality military educational experience for the international military trainee.
- b. Create a positive attitude about the USASC&FG and the U.S. with the international military trainee and his dependents.

c. Ensure international students return to their homelands with an understanding of the responsibility of governments, military, and citizens to protect, preserve, and respect the right of every individual.

2-45. Student administration

a. The IMSO is responsible for international student administration.

b. The TRADOC–produced Training Activity Program Roster is the most effective administration management tool available to IMSO. This roster provides training data by fiscal year pertaining to international students programmed to attend courses of instruction at USASC&FG.

c. The IMSO will enroll all international students in AIMS-PC and forward a roster of Invitational Travel Orders to the Programs and Records Section, DOT, and Trainee/Student Processing Branch, MPD, DHR for enrollment into ATRRS.

d. The IMSO will transport each international student to class on the first day of training.

e. The Programs and Records Section, DOT will provide diplomas for presentation to students at graduation ceremonies or by IMSO upon successful completion of course requirements for technical/MOS courses.

f. The IMSO is responsible for student outprocessing.

2-46. International student academic standards

a. International students are awarded a graduation diploma from a USASC&FG formal course of instruction when the student has met the training standards prescribed for U.S. military personnel. The following stipulations apply: Numerical grades are not used entirely in determining whether the international student has achieved the standards set for U.S. military personnel. The controlling factor

is the decision that students can achieve SATISFACTORILY the objective for which they are trained. This decision is influenced by aptitude, application, practical effort, and demonstrated understanding, as well as by numerical grades.

b. Certificates of attendance may be given to international students in lieu of a diploma when the training results clearly indicate that the standards set for U.S. personnel are not met. The reasons for issuing such a certificate must be fully justifiable.

3-47. Academic Requirements.

a. The student's academic progression is monitored by IMSO. In conjunction with counseling and remediation, the training academy, 15th RSB or OEMTD will advise IMSO immediately when an international military student's academic progress or achievement is not satisfactory and is falling behind his U.S. contemporaries. Under no circumstances should the international student be set back to a subsequent class or relieved from training without coordination and concurrence of IMSO.

b. Upon learning of an academic deficiency, IMSO will counsel the student and attempt to resolve the problem. If the situation persists, a more formal, written counseling is conducted and the TRADOC Security Assistant Field Training Activity (SAFTA) is advised. The student is informed of actions that may be taken, such as recommendation for disenrollment and return to home country or nongraduation and only receiving a certificate of attendance rather than a diploma. In most cases, the knowledge of these actions is enough to motivate the student into achieving course standards.

c. The IMSO will prepare a DA Form 2496, International Student Academic Record for each international student after completion of a formal course of instruction. The academic report is the data source available to the Country Security Assistance Officer and the host government to assess the overall student selection program and each student's academic achievement.

d. Approximately 2 weeks prior to course completion, an academic report worksheet for each international student is forwarded to the Academy, 15th RSB or OEMTD. The worksheet input should be returned to IMSO NLT 10 days after course completion. The worksheet input will be the basis for completion of DA Form 2496. The training academy, 15th RSB or OEMTD should make constructive

comments when completing worksheets, highlighting strong points and/or weaknesses during the course.

2-48. Class absences

a. It is recommended that international students attend all classes, including those that are U.S. specific. Unexcused absenteeism and/or excessive lateness should not be tolerated. The training academy, brigade or OEMTD should be able to handle the occasional absence; however, habitual lateness or absences need to be brought to the attention of IMSO, so that proper counseling may be effected and the student advised of the consequences. Students should not be allowed to re-enter the classroom after an absence without a properly completed and authenticated FG Form 6436.

b. International military students should be allowed to participate in applicable religious practices; however, those practices should not interfere with training. Of significant impact is the practice of Friday afternoon prayer time (JUMAH) for Islamic students. If the student can be excused an extra 30 to 60 minutes in conjunction with the lunch period without adversely affecting their academic work, then consideration should be given for granting the absence. The international military student should be made aware that the excuse from class is not automatic and that he will still be held accountable for all course material presented during his absence.

2-49. Information Program

a. In addition to formal schooling, international students attending courses at USASC&FG are given the opportunity to participate in an Informational Program. This program is designed to complement their formal training and assist them in acquiring an understanding of the U.S. and its people and human rights commitment.

b. The IMSO is responsible for planning and conducting the program which fulfills goals outlined in AR 12-15 and DOD Directive 5410-17.

c. If class excuses are required, they will be given to the international military student approximately 2 weeks in advance of the planned activity. Excusing students is not mandatory; however, training academy, 15th RSB and OEMTD are requested to excuse international military

students desiring to participate in the Informational Program activity to the maximum extent possible, commensurate with course instruction and satisfactory student progress.

2-50. Disclosure of classified information. International military students will not attend classified portions of training, unless cleared to do so. Attendance at a formal course of instruction requiring a security clearance is handled on an individual basis and after the proper security clearance is obtained. The course content must be authorized for release to the country of the international military student.

2-51. Legal status

a. While in the U.S., international military students and their dependents are subject to the jurisdiction of the U.S. courts, both state and federal. Those students and dependents who are expressly exempted by treaty or have diplomatic immunity are exceptions.

b. International military students are not subject to the UCMJ. Generally, no authority exists under which U.S. military authorities may place international students in confinement under UCMJ provisions.

c. Contact IMSO in case of problems, incidents, and/or questions concerning the handling and disposition of international military students.

2-52. Release of retainable instructional material

a. Training academy brigade and OEMTD are authorized to release unclassified instructional training material to the maximum extent possible. Material presented or released to international students is only the approved doctrine of the USASC&FG and the U.S. Army.

b. The IMSO is authorized to mail, to the U.S. Security Assistance Officer in country, 200 pounds of retainable instructional training material for the Signal Officer Advance and Basic courses (SOAC/SOBC) and 50 pounds for all other formal courses of instruction at USASC&FG. Fourth Class, surface mail is used for mailing international military trainee instructional training material.

c. Under no circumstances is classified material furnished directly to the international military trainee.

2-53. Problem areas. Problem areas and/or questions concerning international military students and their training programs should be directed to IMSO.

Section XIV

Selection Of Honor Graduates

2-54. Purpose. The purpose of this section is to establish procedures and responsibilities for the selection of distinguished and honor graduates for all courses that award USASC&FG diplomas. To recognize students who have shown outstanding ability in academic and other skills.

2-55. Definitions

a. Distinguished Graduate. The distinguished graduate is the student (U.S. Army, Air Force, Navy, or Marine) who best exemplifies the highest military standards based on his academic, physical fitness, and leadership performance within his graduating class. The distinguished graduate must have successfully completed all phases or annex tests the first time administered and did not receive a "NO-GO" on any individually graded area or any derogatory reports. Normally, not more than one student is selected as distinguished graduate from each graduating class. An exception to this would exist when a class is composed of students whose backgrounds are significantly different from the usual AIT/IET characteristics; for example, mid-level NCO (Army or other services) and international students or civilians. In the case of exceptions such as this, it would be permissible to nominate a distinguished graduate from each category of students. All other criteria as defined in paragraph 3-56 of this section must be met.

b. Honor Graduate. Honor graduates are the student graduates who have exemplified themselves by performing their academic studies and physical fitness in an outstanding manner and ultimately rank in the upper 20 percent of their respective class. An honor graduate must have successfully completed all phases or annex tests the first time administered and did not receive any derogatory or "NO-GO" reports. Normally, not more than 20 percent of the class can be selected as

distinguished and honor graduates. In the case of absolute ties in all criteria, and no tiebreaker can be determined, an additional honor graduate can be designated.

c. Exception. An exception to the 20 percent rule can be considered, as approved by Programs and Records Section, DOT to award more than the allowable number of honor/distinguished graduates where two students have identical records when considering all criteria.

2-56. Selection criteria

a. The distinguished graduate selection is IAW the following criteria:

(1) Possess the highest average grade of the class but not less than 95 percent.

(2) Pass his branch APFT without the benefit of a medical waiver. (The APFT is required for graduation in ASI and functional courses, if longer than 56 days.) This test will be the first test administered as a final APFT to the student.

(3) Must meet his service's height and weight standards.

(4) Must be recommended by his course chief. Recommendation must be coordinated with the student's unit for determination on the selectee's demonstrated good attitude, leadership, integrity, and the highest professional standards.

(5) The Division Chief must approve the recommendation, with the Battalion Commander having the final approving authority.

b. Honor graduate selection is IAW the following criteria:

(1) Have an average grade of 90 percent or higher.

(2) Must rank in the upper 20 percent of their respective class (the distinguished graduate is included in the top 20 percent).

(3) Must be recommended by his course chief. The division chief must approve recommendations, with the battalion commander having the final approving authority

(4) Must meet weight control standards.

(5) Must have passed his respective service's physical training test.

(6) Civilian selectees are exempt from the physical readiness test and weight control standards.

2-57. Additional instructions

a. In those courses where testing is graded "GO/NO-GO", a percentile ranking for all tests is developed. The percentile ranking is developed by using the same criteria for "GO/NO-GO". For example, to achieve a GO, eight out of ten questions must be answered correctly; the percentile ranking would be 80 percent. This percentile ranking is used only for the purpose of determining the distinguished/honor graduates.

b. Graduates must meet all standards IAW course syllabus and academic requirements.

c. The commander or commandant has final approving authority on students attending BNCOC and ANCOC.

d. Care must be given to not penalize a student's chances for honor or distinguished graduate when the student is able to test-out and not participate in certain modules or events.

e. In calculating 20 percent of the class, utilize the number of students still in class at the 14-day point prior to graduation. Use standard rounding (.5/above = 1) procedures. Programs and Records Section, DOT must approve any exceptions to normal calculations or rounding procedures.

f. Identify distinguished/honor graduates via e-mail to Programs and Records Section, DOT.

Section XV

Cancellation Of Classes/Suspension Of Training For Specific Events

2-58. Purpose. To establish standard procedures for obtaining authorization for cancellation of classes. This applies to all training units but does not include permanent party units.

2-59. Responsibilities. Each training division will submit request through their respective training battalions to the 15th RSB Commander or LCIT Commandant to request cancellation of training due to a specific event.

2-60. Definitions. The following definitions of terms are provided for clarification of use within this regulation.

a. **Training Holiday.** Suspended classes with no planned or organized function to attend during suspension of classes.

b. **Organization/Activity Day.** Suspended classes with a preplanned agenda of activities during suspension of classes. Only one organization/activity day per calendar year is authorized.

c. Official Federal Holidays. Days which have been identified by TRADOC. Current class schedules have these days already programmed for each fiscal year (Christmas, New Year, Fourth of July, etc.).

d. Payday Activities. Suspended classes to allow students the opportunity to attend to personal affairs during normal banking hours. Payday activities do not apply to ITRO courses, Officer Training and RNCOA courses; and within the 15th RSB.

e. Miscellaneous Events. Includes events such as parades, excessive temperatures (high or low), and details which may or may not be planned but require mandatory participation or absence. In case of these events and/or emergencies, telephonic requests to DOT are permissible.

2-61. Guidelines. The following guidelines are provided for clarification of this regulation.

a. Federal holidays are TRADOC directed and a request for suspended training is not required.

b. Training holidays designated by the Chief of Staff may consist of an entire day's classes being suspended. Justification and procedures for makeup of suspended classes must accompany any other training holiday request, along with month/year last cancellation of classes was observed.

c. Payday policies are established for IET/AIT students.

(1) Observance of payday activities is on the first calendar day of each month, unless it falls on a Saturday, Sunday, or holiday. In this case, payday activities will be the last working day of the preceding month.

(2) Mid-month payday activities are not authorized.

(3) IET and non-IET students enrolled in NON-ITRO 10-level MOS-producing courses are allowed a minimum of 3 hours during normal banking hours (0900–1630 paydays) to take care of personal business

(4) Those students on the first shift are released from training at their normal lunch periods. Should circumstances occur which would prevent the release of the students at the scheduled lunch hour, provisions are made to release them NLT 1330.

(5) Academic training is not canceled for students on any other shift. The unit commander is responsible for ensuring that students are provided adequate time to conduct personal business outside their normal academic hours.

(6) Classroom maintenance is accomplished prior to releasing students for payday activities.

(7) The scheduled shift is not altered for the staff and faculty on military paydays. Adjustments to civilian lunch periods may be necessary.

(8) Brigades and Battalions are authorized one organization day per calendar year. Organization day activities will not exceed 4 hours. Every effort will be made to schedule organization day in conjunction with payday activities.

2-62. Cancellation of classes. The 15th RSB Commander/LCIT Commandant/RNCOA Commandant are the approval authorities for cancellation of classes under their authority for a specific event.

2-63. Academic makeup. All canceled classes are made up IAW section F of this regulation.

Section XVI

Graduation Ceremony

2-64. Purpose. This section is designed to provide information and establish responsibilities and procedures to conduct graduation ceremonies throughout USASC&FG.

2-65 Responsibilities.

a. The battalion will maintain the overall responsibility for the conduct of the ceremonies for enlisted training divisions.

b. Battalions will:

(1) Notify the courses of the place, time, and uniform for graduation.

(2) Encourage the graduates to invite parents, spouses, and friends to the graduation ceremony. Students with follow-on training are not permitted to miss training to attend graduation ceremonies.

(3) Provide the battalion S3 with the names of students not qualified to graduate NLT 1 day prior to the scheduled graduation date.

(4) Provide a guest speaker.

(5) Serve as Master of Ceremony.

a. Secure graduation facility.

b. Prepare seating arrangements for the participants and guests.

(6) Provide FG Form 6723-1, Signal Corps Regimental Affiliation Certificate, to all active duty, National Guard, and Army Reserve soldiers of the U.S. Army Corps (regiment). Effective 1 October 1986, all graduates of AIT, SOBC, and Signal Officer Branch Qualification Course conducted at USASC&FG are awarded FG Form 6723-1 during graduation ceremony.

c. Course Chief will:

(1) Notify the battalion of the required graduation

(2) Encourage the graduates to invite parents, spouses, and friends to graduation ceremony. Students with follow-on training are not permitted to miss training to attend graduation ceremonies

(3) Obtain diplomas from the Programs and Records Section, DOT, 2 days prior to graduation.

(4) Review diplomas for accuracy.

(5) Forward accurate diplomas to appropriate Student Company.

(6) Return inaccurate diplomas to the Programs and Records Section, DOT, for correction.

(7) Provide list of distinguished/honor graduates and regular graduates to the brigade (including all required data on the graduates) NLT COB 1 day before graduation.

d. The RNCOA is responsible for conducting graduation ceremonies for all ANCOCs and BNCOCs.

e. The Commander, 442nd Signal Battalion and the Director, School of Information Technology are responsible for graduation ceremonies for all Area of Concentration (AOC), functional, and ASI

producing courses under their jurisdiction other than MOS producing courses. The 551st Signal Battalion is responsible for graduation ceremonies for MOS 74B10 and 74C10 courses

Section XVII

Parades

2-66 Purpose. To establish standardized procedures for the conduct of parades utilizing IET students during academic training.

2-67 Procedures

a. Students may be utilized for the brigade's change of command ceremonies. The brigade will inform DOT prior to removing students from training to support the parade. Loss of academic training during the practice sessions and the change of command ceremony will be kept at a minimum. During academic periods, student participation in parade practice will be limited to one session per parade for a duration not to exceed 2 hours including travel. Training Divisions will make up training IAW paragraph F of this regulation.

b. No loss of academic time is approved for parades at the company level. Battalion and above must schedule their change of commands during the first hour (0800–0900) or the last hour (1500–1600) of the academic day. Only those students in an "inactive" status or off shift may be utilized for ceremonies during peak training hours.

Section XVIII

Withdrawal Of Students From Training

2-68 Purpose. To provide guidance for withdrawal of students from training at Fort Gordon.

2-69 Responsibility. The brigade and LCIT are responsible for ensuring that students are not withdrawn from classes until final disposition of their status as a student.

2-70. Guidelines. A student is not removed from classes due to "pending actions" such as criminal investigation, military police investigation, medical boards, student evaluation boards, and IAW AR 635-200, chapter 11 and chapter 13. A student is not removed from training until after the approving authority has officially signed the packet and the student is declared ineligible to proceed or is dismissed from a course. (NOTE: The brigade has 3 working days to approve or disapprove recommended action.) The students who are recommended for removal from training for administrative reasons will remain in the course until the final action is approved by the battalion commander or USASC&FG Commandant (CG).

2-71. Exceptions. There are notable exceptions to the guidelines stated above. Upon the recommendation of the battalion S3, and the discretion of the battalion commander, students may be withdrawn from training for the following instances:

- a. Students who had their security clearance revoked.
- b. Students who are disruptive to training or have discipline problems.
- c. Students whose profiles prevent them from performing critical MOS tasks.

2-72. Reclassification actions. Students pending reclassification actions will remain in training pending decision to reclassify. Soldiers who are reclassified to other Signal Center MOS courses are enrolled in the next available class. The battalion commander or battalion S3 initiates any exceptions.

2-73. Security clearance. A student failing to obtain the required security clearance for a particular course is immediately removed from training, even if a rebuttal is submitted. Reinstatement is not effected until the proper clearance is received.

Section XVIII

Enrollment Priority For Student Personnel

2-74. Purpose. To provide guidance for enrollment in AIT courses in the event of a class overfill. It applies to all resident Signal training courses including international, civilian and students from other services.

2-75. Procedures

a. In the event of an AIT class overfill, the PRS/DOT, will enroll each student during in-processing IAW Department of Army Priority List for AIT.

b. The DA enrollment priority is as follows:

- (1) AC Reclassification
- (2) RC STO-2
- (3) Holdunders (RC then AC)
- (4) RC Trainees
- (5) AC Trainees
- (6) Prior Service (RC then AC)
- (7) Recycles

c. The Chief, RTMB, DOT, approves resident exceptions, on a case-by-case basis.

d. Classes will be filled to maximum class size to accommodate recycled students. When there are more recycled students than seats available, consideration will be given to training above the maximum class size to accommodate the additional students provided each student is trained to standards.

APPENDIX A**GLOSSARY****Section I****Abbreviations**

ACE	Academic Counselor/Evaluator
AIEP	Army Ideas for Excellence Program
AIMS-PC	Automated Instructional Management System-Personal Computer
AIT	Advanced Individual Training
AKO	Army Knowledge Online
ANCOG	Advanced Noncommissioned Officer Course
AOC	area of concentration
APFT	Army Physical Fitness Test
AR	Army Regulation
ASI	additional skill identifier
ATRRS	Army Training Requirements and Resources System
AWOL	absent without leave
BCT	basic combat training
BDU	Battle Dress Uniform
BNCOC	Basic Noncommissioned Officer Course
CCI	controlled cryptographic items
CG	Commanding General
CLT	Common Leader Training
CMF	Career Management Field

COB	close of business
COMSEC	communications security
DA	Department of the Army
DFR	dropped from rolls
DHR	Directorate of Human Resources
DOD	Department of Defense
DOIM	Directorate of Information Management
DOT	Directorate of Training
DPTM	Directorate of Plans, Training, and Mobilization
DRM	Directorate of Resource Management
E-mail	Electronic mail
ENTNAC	Entrance National Agency Check
ETT	Electronic Technology Training
ETV	Educational Television
FTX	field training exercise
GSA	General Services Administration
IAW	in accordance with
ID	identification
IET	Initial Entry Training
IMSO	International Military Students Office
ITC	Instructor Training Course
LCIT	Leader College of Information Technology
LMS	Learning Management System
MOPP	Mission–Oriented Protective Posture
MOS	Military Occupational Specialty

MTS	Master Training Schedule
MTT	Mobile Training Teams
NBC	Nuclear, Biological, Chemical
NCO	Noncommissioned Officer
NCOES	Noncommissioned Officer Education System
NCOIC	Noncommissioned officer in charge
NETT	New Equipment Training Teams
NLT	not later than
NSN	national stock number
OEMTD	Ordnance Electronics Maintenance Training Department
OSUT	One Station Unit Training
Pam	Pamphlet
PCS	permanent change of station
PERSCOM	United States Army Personnel Command
POI	Program of Instruction
POR	Processing for Overseas Reassignment
POV	privately owned vehicle
PRS/DOT	Programs and Records Section/Directorate of Training
PSI	Personnel Security Investigation
RNCOA	Regimental Noncommissioned Officer Academy
RTMB	Resident Training Management Branch
SADDR	Student Academic Deficiencies Decision Request
SAFTA	Security Assistant Field Training Activity
SC	specialty code/Signal Corps
SF	Standard Form
SGI	Small Group Instruction

SGL	Small Group Leader
SIT	School of Information Technology
SSN	social security number
TAC	Trainer/Advisor/Counselor
TB	Technical Bulletin
TDP	Trainee Discharge Program
TDY	temporary duty
TMD	Training Management Division, Directorate of Training
TRADOC	United States Army Training and Doctrine Command
TV	television
UCMJ	Uniform Code of Military Justice
UIT	University of Information Technology
U.S.	United States
USAOMEMS	United states Army Ordnance Munitions and Electronics Maintenance School, Redstone Arsenal, AL
USASC&FG	United States Army Signal Center and Fort Gordon
USASMA	United States Army Sergeants Major Academy
WBGT	Wet Bulb Globe Temperature
WTS	Weekly Training Schedule
15 th RSB	15 th Regimental Signal Brigade

Section II

Terms

Academic Counselor/Evaluator (ACE): A permanent party officer, warrant officer, civilian, or noncommissioned officer who has the responsibility for mentoring and evaluating students attending courses in the 442nd Signal Battalion.

Accelerated Student: A student who is advanced in his course of instruction and will complete the course prior to the originally scheduled completion date.

Advanced Individual Training (AIT): Training given to enlisted personnel after they complete basic combat training (BCT) to qualify them for the award of an MOS or retraining given to an individual during reclassification.

Army Training Requirements and Resources Systems (ATRRS): DA system for managing all individual training. Governed by AR 350-10. Provides all levels of command the tools to project, plan, program, schedule, budget and execute individual training. Reflects student reservation, enrollment and graduation status.

Assistant Class Leader: The class member designated by the course chief to assist the class leader in the control of students within his class. The assistant class leader will normally be selected, based on his U.S. military rank.

Automated Instructional Management System-Personal Computer (AIMS-PC): On-line data base system that gives authorized users the capability to create, update, delete, and review all data bases necessary to track officer and enlisted students throughout their training cycle. Governed by the local AIMS-PC LOI.

Class: A group of students enrolled in a course of instruction at the same time that progress through the course as a unit with a predetermined graduation date.

Class Leader: The course chief or his representative will designate a class leader for the purpose of assisting academic personnel in control of students while in the classroom environment. The designated class leader will normally be the senior ranking United States (U.S.) member of the class. However, the course chief or his representative may designate a class leader on the basis of exceptional military bearing, leadership potential and academic average. Advanced Noncommissioned Officer

Course (ANCOC) and Basic Noncommissioned Officer Course (BNCOC) class leaders will be the designated student platoon sergeants for their respective group.

Commandant: The individuals responsible for the overall management of the Leader College for Information Technology and the Regimental Noncommissioned Officer Academy.

Battalion Commander: Individual responsible for the overall management of a group of training divisions.

Course Chief/Branch Chief/Chief Instructor: The commissioned officer, civilian and/or noncommissioned officer responsible for the administration of a course or a segment of a course.

Graduate: A soldier who has successfully completed training and is awarded an MOS or additional skill identifier (ASI) or successfully completed a professional development course. A diploma, in itself, does not substantiate award of MOS.

Holdover: A graduate held for three consecutive days or more, but cannot move to his next duty station pending one of the actions listed below:

a. **Assignment Instructions:** Personnel delayed at an installation after completion of training due to non-receipt of assignment instructions (port calls, or personnel who have waived their airborne commitments).

b. **Department of the Army (DA) Holds:** Includes, but are not limited to, deferments for White House Communications Agency, assistant instructor, and U.S. Military Academy Predatory School selectees.

c. **Failed APFT:** Personnel who have completed the academic portion of training but failed their End of Course Army Physical Fitness Test.

d. **Follow-on-Schools:** Personnel pending departure to any additional training (Airborne or ASI producing schools). Additionally, personnel pending departure to other MOS-producing schools due to involuntary DA or administrative reclassification will be carried in this category.

e. **Medical Holds/Separations:** Personnel pending results of physical/medical evaluation boards, or other treatment deemed necessary by Army medical officials prior to departure. Department of the Army Form 4187 or memorandum, with supporting documentation from medical officials, must be submitted to Trainee/Student Processing Branch before personnel can be placed on medical hold status.

f. **Pending Personnel Action:** Personnel pending administrative action that has been approved by the Trainee/Student Processing Branch prior to personnel completing training (graduation). Actions include, but are not limited to, requests for Officer Candidate School, Warrant Officer Flight School, joint domicile, concurrent travel, and compassionate reassignment.

g. **Retraining/Reclassification:** Personnel pending reclassification action due to academic failure or loss of clearance including involuntary DA reclassification

h. **Security Clearance:** Personnel who have completed the academic portion of course or are removed from class because equipment training requires a security clearance, but are not MOS qualified due to non-receipt of final or interim clearance. NOTE: ENTNAC Holds: All soldiers must have a completed favorable ENTNAC prior to being shipped. IAW ENTNAC MOI dated 9 Mar 99 and DAPE-MP memorandum of 5 Mar 99, Subject: Waiver for ENTNAC Holdovers, waivers can be submitted for ENTNAC holdovers.

i. **Separation:** Personnel pending administrative discharge action; i.e., trainee discharge program (TDP), fraudulent enlistment, etc.

j. **Uniform Code of Military Justice (UCMJ):** Personnel who are pending UCMJ action or personnel who cannot depart due to being identified as a witness for a pending court-martial. This does not apply to U.S. Army Reserve or National Guard personnel unless they have been formally flagged for court-martial.

k. **Uniform Code of Military Justice/Absent Without Leave (AWOL):**

Personnel who have not graduated but are in an AWOL status. The DA Form 268 (Report to Suspend Favorable Personnel Actions) must be initiated and forwarded immediately to Trainee/Student Processing Branch. Personnel absent for more than 30 days will be dropped from rolls (DFR).

l. **Uniform Code of Military Justice/Article 15 and Article 15 Appeals:** Suspension of favorable personnel actions (DA Form 268) must be initiated on pending UCMJ action by Article 15 and forwarded to Trainee/Student Processing Branch immediately. Once the Article 15 has been administered, a transfer flag addressed to the gaining commander should be completed and forwarded to Trainee/Student Processing Branch so permanent change of station (PCS) orders may be issued. As a rule, personnel should not be held pending completion of sentence.

m. **Uniform Code of Military Justice/Confinement:** Personnel who have graduated or have been removed from training and are serving confinement (civilian/military) as part of a sentence by court-martial.

n. **Uniform Code of Military Justice/Court–Martial:** Suspension of favorable personnel actions (DA Form 268) must be initiated on personnel who have graduated or have been removed from training and are pending court-martial and forwarded immediately to Trainee/Student Processing Branch.

o. **Uniform Code of Military Justice/Court–Martial Witness:** Personnel who have graduated or have been removed from training but cannot depart due to being identified as a witness for court-martial must be placed on administrative hold by the Trainee/Student Processing Branch. Commanders should coordinate with the Office of the Staff Judge Advocate to ensure necessary action has been taken. If the U.S. Army Reserve or National Guard personnel are involved, the U.S. Army Reserve and National Guard Liaison Offices must be notified immediately.

p. **Other:** Personnel pending any other action not listed above.

Holdunder: Student who has physically arrived at Fort Gordon for training and is in a HOLD status awaiting class start. The student may have or have not in-processed through Trainee/Student Processing Branch, DHR, and filled out a FG Form 6690-R enrollment form.

Inactive Soldier: An individual released from training for documented reasons before becoming a graduate.

Initial Entry Training (IET): Training presented to new enlistees with no prior military service or a break in service of more than 90 days. This training consists of BCT, AIT and/or OSUT.

New Start: Student withdrawn from present class but will be reentered in subsequent class within the same course.

Removed from Training (Inactive Status): Any student who has been removed from training for 3 or more consecutive working days in one of the following categories:

- a. **Leave:** Convalescent, emergency, ordinary, etc.

- b. **Medical Hold:** Personnel admitted to the hospital or given temporary profile that would prevent attendance in class.

- c. **Pending Discharge:** Personnel pending any type of discharge (Trainee Discharge Program (TDP)), because of medical or UCMJ actions.

- d. **Pending Reclassification:** Personnel pending reclassification due to academic failure, medical, MOS change or loss of clearance.

Section: A subdivision of a class which receives instruction as a unit. Training that is divided into two segments: common leader training (CLT) and technical training. A phase, module, or annex which are particular blocks of instruction (either hands-on training or written examination) required to successfully complete the course.

Section Chief/Senior Instructor/Senior SGL: The civilian, commissioned officer and noncommissioned officer (NCO) responsible for the supervision of a section within the course.

Small Group Leader (SGL): An instructor assigned to a group of students ranging from 8 to 16 within the same area of concentration, military occupational specialty (MOS) or career management field (CMF). Employs the small group instruction (SGI) process.

Trainer/Advisor/Counselor (TAC): A permanent party officer and/or NCO responsible for mentoring and evaluating students attending the Signal Officer Basic Course in the 442nd Signal Battalion.

ANNEX B
REGULATIONS/FORMS

Army Regulations

AR 25-400-2 Information Management, The Army Records Information
Management System (ARIMS)

AR 135-175 Army National Guard and Army Reserve, Separation of Officers

AR 350-1 Training, Army Training and Education

AR 350-10 Management of Army Individual Training Requirements and
Resources

AR 600-8-19 Personnel-General, Enlisted Promotions and Reductions

AR 600-8-24 Personnel-General, Officer Transfers and Discharges

AR 600-9 Personnel-general, The Army Weight Control Program

AR 635-200 Personnel Separations, Enlisted Personnel

TRADOC Regulations

TR 350-6 Training, Enlisted Initial Entry Training (IET) Policies and
Administration

TR 350-10 Training, Institutional Leader Training and Education

TR 350-18 Training, The Army School System (TASS)

Fort Gordon Regulations

FG 27-1 Legal Services, Military Justice

FG 350-8-1 Officer Boards (for Officers and Warrant Officers Only)

FG 350-5 Training, Academic Practices

Forms

DA Form 87 Training Certificate

DA Form 4856 Developmental Counseling Form

FG Form 6548 Student Absentee and Grade Record

FG Form 6548-1 Instructor Remarks Continuation Sheet

31 October 2003

USASC&FG Reg 350-5

(ATZH-DTM-R)

FOR THE COMMANDER:

OFFICIAL:

BERNARD E. KULIFAY, JR

Colonel, GS

Chief of Staff

/SIGNED/

LISA E. MCCLEAVE,

Director

Information Management

DISTRIBUTION

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