

Department of the Army
Headquarters, United States Army
Cyber Center of Excellence
Fort Gordon, Georgia 30905-5000

USACyber COE&FG Regulation 350-5

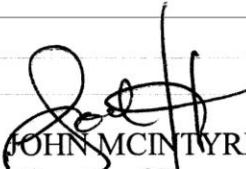
19 May 2014

Training
ACADEMIC PRACTICES

FOR THE COMMANDER:

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History: This publication is a revision.

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

Applicability. This regulation applies to all resident training conducted at the United States Army Cyber Center of Excellence (USACyber COE) by the 15th Regimental Signal Brigade (RSB) and the Regimental Noncommissioned Officer Academy (RNCOA) to include all Military Occupational Specialty-Initial (MOS-I)/Military Occupational Specialty-Training (MOS-T), 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 MOS-I courses. This regulation also applies to the Ordnance Electronics Maintenance Training Department (OEMTD) as indicated in specific paragraphs.

*This regulation supersedes USASIGCoE&FG Regulation 350-5, dated 23 January 2014.

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Proponent and exception authority. The proponent for this regulation is the Directorate of Training (DOT). The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations.

Army management control process. This regulation does not contain management control provisions.

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

Suggested improvements. 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, USACyber COE&FG, Attention: ATZH-DT, 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).

Administrative note. Unless this regulation states otherwise, masculine pronouns do not refer exclusively to men.

Distribution. This regulation is only available on the USACyber COE&FG publications website at http://www.gordon.army.mil/dhr/fg_regulations_and_forms/index.html.

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Chapter 1 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. References. Required and related publications and prescribed and referenced forms are listed in Appendix A.

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

1-4. General. Reading this regulation annually is mandatory for all instructors and instructional support personnel.

Section II Enrollment Priority for Student Personnel

1-5. Procedures

a. If a Military Occupational Specialty class overfills, the Resident Training Management Section (RTMS), Directorate of Training (DOT) will enroll each student during in processing in accordance with Army Regulation 350-1, Para 3-24, Initial Entry Training-seat prioritization.

b. AR 350-1 enrollment priority is as follows:

(1) Priority of training seats for BCT and OSUT for Soldiers in the training base who are waiting to enter training (holdunders) is in the following order—

- (a) Critical fill for Active Army and Reserve Component deploying units.
- (b) Split Training Option, Phase 1 (STO-1).
- (c) Hard-Start MOS (defined as class starts of one each month or less).
- (d) Fitness Training Unit graduates.
- (e) HQDA-designated critical MOS fill.
- (f) Holdunders (RC then AA) and recycles (RC then AA). A holdunder Soldier has priority over a recycled Soldier if the holdunder has been in the training base longer than the recycle. A recycle has priority over a holdunder if the recycle has been in the training base longer than the holdunder.
- (g) RC trainees.
- (h) AA trainees.

(2) Priority of training seats for Advance Individual Training (AIT) for Soldiers in the training base who are waiting to enter training (holdunders) is in the following order:

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(a) Critical fill for AA and RC deploying units.

(b) AA reclassification.

(c) The RC Split Training Option, Phase 2 (STO-2); however, if the STO-2 Soldier is in jeopardy of missing their 24-month mandatory deadline to achieve the duty military occupation specialty qualification, the STO-2 Soldier has priority over AA reclassification.

(d) Holdunders (RC then AA) and recycles (RC then AA). A holdunder Soldier has priority over a recycled Soldier, if the holdunder has been in the training base longer than the recycle. A recycle has priority over a holdunder if the recycle has been in the training base longer than the holdunder.

(e) RC trainees.

(f) AA trainees.

(g) Prior service (RC then AA).

(3) In addition to the priorities established above, component personnel managers will assist in reducing the potential for backlog conditions by ensuring Army Force Generation readiness targets are considered when prioritizing seat requests.

c. The DOT, Resident Training Management Section (RTMS) will process exceptions request to United States Army Training and Doctrine Command/ Training Operations Management Activity on a case-by-case basis.

d. Classes will be filled to optimum class size to accommodate recycled students.

Section III Responsibilities

1-6. DOT

a. Is responsible for training management and staff supervision of all Signal mission training conducted by the United States Army Cyber Center of Excellence and Fort Gordon and Fort Gordon (USACyber COE&FG).

b. Determines 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. In accordance with 15th RSB and RNCOA manage and allocates all academic training facilities and training areas.

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

e. Enrolls students and issues diplomas/certificates.

f. Coordinates input and output of the Resident Individual Training Management System (RITMS) and non-Military Occupational Specialty-Initial (MOS-I) data in the Army Training Requirements and Resources System (ATRRS).

- g. Manages data for statistical analysis and reports concerning student population, enrollment, attrition, and graduates.
- h. Coordinates and integrates the One Army School System Battalion's student training management with the Digital Development Division's (DDD's) Resource Center and Interim and Objective LMSs.
- i. Develops and implements education programs to train their students on the principles and practices of lifelong learning concepts and the Army Learning Model (ALM) in coordination with DOT.
- k. Coordinates with 15th RSB and the RNCOA for development and implementation of education programs to train their students on the principles and practice of lifelong learning.

1-7. The 15th RSB Commander and RNCOA Commandant

- a. Manage and conduct all resident training within their area of responsibility.
- b. Provide command and control over all assigned and attached personnel.
- c. Provide Soldierization training of students assigned to their respective organizations.
- d. Coordinate between units, courses, Directorate of Human Resources (DHR), and DOT on matters where close coordination is essential. Also, 73rd Ordnance Battalion and 15th RSB will coordinate with Ordnance Electronics Maintenance Training Department (OEMTD) on matters that affect Military Occupational Specialty (MOS) training of their Soldiers.
- e. Ensure students arrive at scheduled classes and/or place of appointments on time.
- f. Coordinate and/or monitor the administration of the end-of-course Army Physical Fitness Test (APFT) for MOS-I/MOS-T students and ensure scores are promptly annotated in RITMS by the battalions. Schedule end-of-course APFT so MOS-I/MOS-T students are tested 11 weeks into training or not later than 2 weeks before graduation.
- g. Ensure all students have active accounts with the Army Knowledge Online (AKO) in order to take advantage of online training. Register their respective students into the DDD Resource Center to gain access to their lifelong learning materials.
- h. Provide Mobile Training Teams (MTTs) and New Equipment Training Teams (NETT) as required.
- i. Provide proper accounting and reporting of student absentees, grades, status changes, et cetera. This information will be recorded into RITMS.
- j. Notify 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 Reserve (USAR) or the Army National Guard (ARNG).

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1-8. Director, OEMTD

- a. Manages and conducts all resident training within the area of responsibility.
- b. Develops resident, nonresident, and exportable training materials as required by management documents and appropriate directives.
- c. Coordinates with the DOT, 59th Ordnance Brigade, 73rd Ordnance Battalion units, and DHR on matters where coordination is essential.
- d. Accounts for and reports student enrollment, absentees, grades, status changes, and so forth.
- e. Notifies the USAR/ARNG Liaison (DHR) immediately if there is a change in status for a student who is a member of the USAR or the ARNG.

1-9. Trainee/Student Processing Branch, DHR

- a. Inputs MOS-I/MOS-T students' data into the ATRRS database.
 - b. Conducts in processing and out processing of all students and coordinates with other school activities to ensure timely in processing and out processing.
 - c. Verifies Soldier information has been correctly entered into RITMS and updates status to indicate course enrollment.
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Chapter 2
Policies and Procedures

Section I
Academic Control of Students

2-1. Students in processing

a. The Trainee/Student Processing Branch, DHR, will coordinate time and location with the 15th RSB for in processing Signal and Ordnance students. The RNCOA will coordinate in processing for all RNCOA students in accordance with ATRRS schedules. Personnel in processing will be in accordance with Army Regulation (AR) 600-8-10, and AR 612-201.

b. The RTMS, DOT will enroll all students into a training course/class and into RITMS. No student will start class until he is enrolled.

c. In processing for MOS-I/MOS-T students is conducted on Monday and Tuesday only. Students arriving at Fort Gordon before 1600 on Tuesday will start class on Wednesday morning. The RNCOA will have one in processing day based on ATRRS class start. 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 RNCOA Small-Group Leaders (SGL) determine the method of movement based on location and type of training conducted.

c. Enlisted personnel and instructional groups of all branches of services enrolled in MOS-T/MOS-I 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 (POVs), unless authorized in writing by the unit commander and coordinated with the course chief.

d. The 15th RSB Commander and the RNCOA Commandant are responsible for supervising 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. Personnel in student status regardless of rank are not allowed to park in designated Staff Parking Areas.

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2-3. Classroom management

a. The instructor will assign student seating and practical exercise positions and will designate a 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) MOS-I/MOS-T students are not permitted to bring the following items into classrooms and training areas: medicine other than prescription, briefcases, backpacks, oversize purses, cameras, tape recorders, beepers, cell phones, or other electronic devices, newspapers, books, cards.

(3) Officers and RNCOA students are authorized laptop computers, beepers and cell phones when preapproved by the instructor, academic counselor/evaluator (ACE), trainer/advisor/counselor (TAC), or 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 and attentive attitude. Students will be required to have their own pens, pencils, and note paper during class.

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 in accordance with AR 600-63. 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 United States Army Training and Doctrine Command (TRADOC) Regulation (TR) 350-6, initial entry Soldiers will not use tobacco products before 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 MOS-I Soldiers are likely to observe such use, to include outside training areas. The term cadre refers to all military, civilian, and contractor personnel, who command, supervise, instruct, train, or support Soldiers.

- 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 in accordance with 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) For Officers training, the class leader may grant 1 hour of excused absence. The TAC/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 442nd Signal Battalion. For officer training courses, the class/group senior student officer is responsible for providing absentee reports to the appropriate unit commander.

(2) For RNCOA students, the SGL may approve up to 4 standard period absences for routine activities, such as a medical or legal appointment. 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 RNCOA Commandant will approve absences of more than 1 class day. The RNCOA SGL will annotate student absences on FG Form 6548 (Student Absentee and Grade Record).

- b. MOS-I/MOS-T Students:

(1) MOS-I/MOS-T students are not authorized leave or a pass while in student status, except for emergency, compassionate reasons, or during Holiday Block Leave. No MOS-T/MOS-I 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 MOS-I/MOS-T courses, units/battalions will notify the course chief by electronic mail (e-mail) not later than 1 hour following scheduled class start. Absentee transactions are entered in RITMS by the unit within 24 hours after the student returns to duty.

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(3) The training instructor will annotate student absences on FG Form 6548 and verify RITMS entry has been made.

(4) Upon return to class, MOS-I/MOS-T students are required to bring with them a properly documented FG Form 6436 (Student Excused Absence Slip). Absence and reason will be annotated on FG Form 6548 and in RITMS.

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

d. See Section V, paragraphs 2-22 and 2-23 of this regulation for further guidance on student absences.

Section II Counseling, Discipline, and Incentives

2-6. Counseling

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 cadre member, as appropriate. Academic counseling is performed by the respective course instructors and supervisors. Specific counseling to be conducted is as follows—

a. **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.

b. **Formal.** Written counseling is conducted 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 (Developmental Counseling Form) and will include positive as well as negative comments when warranted.

c. **Initial.** MOS-I/MOS-T students are informed of academic area rules and procedures, and failure to gain acceptable score(s) will result in the 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.

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

2-7. Discipline

a. DA Form 4856 is used to report infractions of USACyber COE&FG regulations and other misconduct actions. This report supports 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.

b. MOS-I/MOS-T/ASI students.

(1) The unit commander or his designated representative will prepare DA Form 4856 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 units do not provide the course with unit counseling's. The counselor and the counselee both sign the form. All copies will be destroyed upon student transfer.

(2) The counselor and counselee completes and signs DA Form 4856 when the academic course initiates the counseling report. One copy is retained on file, and an electronic copy is provided to the appropriate unit commander. 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/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 commander, and finally the Commanding General (CG) who holds 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 procedures established in FG Regulation 27-1 will be complied with in all cases involving officer or RNCOA students. 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 and Evaluations

a. TACs, SGLs, ACEs, Course Managers, and instructors will ensure that outstanding student actions and performance of duty over and above the expected or required are recognized and recorded in the same manner as unfavorable actions. Memorandums are used 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.

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b. The 442nd Signal Battalion (TAC/SGL/ACE) is responsible for preparing evaluations for officers, warrant officer and enlisted students attending its courses. RNCOA is responsible for Advanced Leaders Course (ALC) and Senior Leaders Course (SLC) student evaluations. The division/course chief is responsible for evaluations for non-MOS-I enlisted students, sergeant or above, who attend courses over 60 days in length. DA Form 1059 (Service School Academic Evaluation Report) is used for evaluating academic and military performances.

Section III

Dress, Instructor Requirements, Instructor Cross-Training, and Branch and Team Chief Responsibilities

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 in accordance with AR 670-1 or the applicable regulation for the branch of service. The duty uniform is Army Combat Uniform (ACU) 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 ACU 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. Instructor personnel in grade E-6 can be assigned additional duties as a Squad Leader in the student companies. 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. All instruction is to be accomplished under the control of a certified instructor who has completed MOS training specific to the current lesson.

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 MOS-I/MOS-T courses, an instructor trainee/instructor's aide is a potential instructor who is awaiting enrollment in The Army Basic Instructor Course (ABIC) or is an outstanding student in a particular class. Duties may include checking attendance, distributing instructional training material, assisting with training aids, demonstrating equipment, 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 certified instructor.

e. To obtain the qualifications needed for job assignment, every instructor must successfully complete all requirements identified in FG Regulation 350-2. Instructors must be qualified in accordance with TRs 350-70, 350-10, and 350-18. Grade requirements for instructors are provided in DA Pamphlet 611-21. A certified instructor is one who has completed all instructors training and meets all the DOT Instructor Certification Program MOI requirements. 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.

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.

2-12. Branch and team chief responsibilities

a. The branch chief and team chief is responsible for producing the Academic Weekly Training Schedule (AWTS) for each class in their area. Additionally the branch chief must approve any pen and ink deviations from the AWTS and annotate the changed AWTS accordingly.

b. The team chief is responsible for all training while each class remains in his 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.

c. Selection, training, and use of 442nd Signal Battalion/RNCOA SGLs are in accordance with the policies outlined in the TR 350-10.

Section IV Class Management

2-13. Student course assignment

A start roster is available from RITMS indicating the students that are enrolled in a class. All enrolled students should be available on RITMS not later than 1130 on Tuesday of each week (unless there is a holiday).

2-14. Instructor and 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 avoiding derogatory references to the Signal Center of Excellence personnel, equipment, or environment in the presence of students. Instructors will at all times maintain a proper relationship with the students. 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 class

- a. Before the students arrive, the instructor will check the following items—
 - (1) Personal appearance.
 - (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 and contain the documents required in accordance with TR 350-18 and FG Regulation 350-2.
 - (b) Because of the volume of some course POIs/CMPs and frequency with which some POIs 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.
 - (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 seating is arranged for 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) Perform safety check of the classroom to ensure all hazards have been identified on the daily risk assessment worksheet and that any required maintenance work orders to correct hazards have been submitted.

b. The instructor will report any discrepancies that are beyond his control to his branch noncommissioned office-in-charge (NCOIC), branch chief, or division chief.

2-16. Instructor Classroom Duties

a. Class Schedule. The instructor is responsible to ensure class progress aligns with the AWTS as published by the Branch/Course Chief. The instructor will make pen and ink changes to the AWTS to indicate any deviations from the class or hour schedule on the AWTS. Any changes to the AWTS must be approved by the course chief or his representative and the changed AWTS must be signed to indicate their approval of the change.

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

(1) Student attendance is taken and reported to the course office for appropriate unit notification actions.

(2) Student's view and hearing will not be obstructed and if so, appropriate changes are made in the seating chart.

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

d. The instructor will provide students with scheduled breaks in accordance with current class schedules. In addition, the instructor is authorized to give brief breaks of 2 minutes or less each, at any time during a class to allow soldiers to stretch when such action appears warranted.

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. If no assistant instructor is available, the senior instructor present at any class will designate a student. 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. When appropriate, all personnel will use proper military customs and courtesies when addressing visitors or inspectors.

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2-18. Class dismissal

a. Upon completion of the last period of instruction, the instructor will turn the class over to the class leader or platoon sergeant for dismissal.

b. Enlisted MOS-I students, sergeant and below not being bused to company area, 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 used at all times.

c. Departure from secured training facilities will be accomplished in accordance with the established security practices.

2-19. WBGT index readings

a. 15th RSB and RNCOA training directorates and branches will procure and use an approved WBGT device at all outdoor training 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 onsite heat category determination is the WBGT portable unit, 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.

b. 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. All courses that train in outside training areas (OTA) a summer schedule (Table 2-1) is permitted, effective May through September, as follows:

Table 2-1. Summer Schedule

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. Table 2-2 shows the WBGT index readings to determine deviation or elimination of scheduled training.

Table 2-2. WBGT Index Readings

Heat Category	WBGT Index	Definition
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 unseasoned 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 acclimatized 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.

e. When wearing chemical, biological, radiological, and nuclear (CBRN) protective ensembles or mission-oriented protective posture (MOPP) gear, add 10 degrees to the measured WBGT. Limitations should be adjusted appropriately.

2-20. Severe cold weather

When severe cold weather occurs, division chiefs/Senior SGLs are authorized to move training indoors. If indoor facilities are unavailable or indoor training is not feasible, division chiefs / Senior SGLs will request permission through the Battalion Operations Staff Officer (S-3) / RNCOA Operations Section to the battalion commander / RNCOA Commandant to cancel training for those courses under his authority. Battalion commanders / Battalion S-3s are responsible for ensuring that coordination for rescheduling canceled training is accomplished in accordance with published guidelines.

a. BN S-3s will also notify BDE S3 of any training cancellation due to inclement weather.

b. BDE S-3 must immediately notify the Directorate of Training, Resident Training Section of any training cancelations.

**Section V
Unit Control of Students**

2-21. Coordination of student absences

a. MOS-T student absences are controlled by unit commanders and coordinated with the course chief or designated representative. Coordination ensures that both the unit commander

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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 designated representative.

(2) The unit will provide the course a daily personnel status report to facilitate accurate student control—

- 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.

- The instructor or designated individual will provide information to the unit regarding the absentees not submitted and annotate the absentees' time to return to class. The course will also provide the reason for absence, module or phase of instruction, and total hours missed.

(3) Students returning from all absences 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 before reporting to class.

b. Instructional time lost as a result of nonscheduled activities and special occasions not provided for in the Master Training Schedule (MTS) is rescheduled in accordance with this regulation.

2-22. Control procedures for MOS-I/MOS-T students

a. Student Control Record.

(1) The unit will initiate FG Form 6551 (Student Control Record) for each student immediately upon his assignment to the unit as part of his in processing procedure.

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

(3) 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, et cetera.

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 Student 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 Personnel Staff Officer (S-1), 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 in accordance with AR 635-200. If the student is reclassified to another course at USACyber COE&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 documentation 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, 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 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.

d. FG Form 6436.

(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 Form 577 (Appointment/Termination Record - Authorized Signature) with specimen signatures of those persons authorized to issue slips.

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

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- Preparation date.
- Name, rank, last four digits of the social security number (SSN), and unit of the student.
- Course and group number.
- 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 Nonjudicial Punishment. Judicial and nonjudicial (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 nonjudicial punishment, an extra copy of DA Form 2627 (Record of Proceedings under Article 15, UCMJ) and DA Form 2627-1 (Summarized Record of Proceedings under Article 15, UCMJ) is filed in the envelope. These copies are destroyed in accordance with AR 27-10 or when other contents of the Student Control Record are destroyed, whichever occurs first.

f. Soldiers attending courses at USACyber COE&FG are relieved from training in accordance with AR 614-200, Fort Gordon Regulation 350-8 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, et cetera. 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) Priority consideration should be given to reducing practical work that can be reviewed in a later portion of the course of instruction in the POI. As required for graduation, the student will make up all training specified in a TRADOC-approved POI.

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

b. Make up 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

Academic Deficiencies and Removals

2-25. 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, et cetera. Remedial training is mandatory after any test

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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/poor attitude toward learning.
- (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) Performance counseling.

(6) 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.

(7) Any student who wishes to volunteer for additional instruction in an academic area may receive academic assistance 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 indicate in the Plan of Action block on DA Form 4856 (Developmental Counseling Form) the date and time for the remedial training to provide the unit commander the required information on the student's training status.

(3) Officer and RNCOA students will receive remedial training in accordance with TR 350-10.

(4) Remedial programs for MOS-T/MOS-I will be in accordance with TR 350-6 and will ensure adherence to the following parameters:

- 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.
- 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.
- 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 DA Form 4856 to the Office, Executives for Reserve Component Affairs (ATTN: ATZH-RA) for review and comments.

g. Attendance at remedial training is mandatory once assigned.

(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 retested. 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.

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2-26. Academic deficiencies

a. Test failure procedures.

(1) Battalion Commanders and the RNCOA Commandant 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) Instructors/facilitators must—

a. Present the ISAP (previously called the student evaluation plan) to students at the start of the course. For DL courses, provide a copy to each student as part of the course/phase introduction.

b. Provide assessment materials directly to appropriate non-proponent center/school course managers.

c. Ensure the conduct of all assessments is in accordance with the instructions in the assessment administration guide or ISAP. Student Evaluation Plan (SEP) to be issued to each student upon enrollment. Courses must also include these standards in CMPs 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 and the RNCOA Commandant will consider dismissal of Soldiers from the course who fail to meet minimum passing standards or academic score within a module/annex. The Commandant has the option of a second retest or dismissal for any module test/retest.

(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 student's appeal process). Based on the determination and documentation by the Battalion Commander or RNCOA Commandant that these exceptional circumstances exist, the student is deemed to not have completed the retest and may be retested again.

(5) For officer training, the TAC/ACE/Course manager will counsel the student on the first test failure. On the second test failure, the Division Chief will counsel the student. On the third test failure, the Commander, 442nd Signal Battalion 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 in accordance with FG Regulation 350-8 and other pertinent regulations listed in Appendix A of this document.

(6) For ALC and SLC, 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. When the RNCOA Commandant deems it necessary to eliminate a student from training, the dismissal will be in accordance with AR 350-10, AR 600-9, TR 350-18, and TR 350-10.

(7) For MOS-I/MOS-T courses—

- The Course Chief will submit a SADDR through his chain of command and the Battalion S-3 to the Battalion Commander requesting recycle, reclassification or dismissal for any student attending an MOS-I/MOS-T course of less than 17 weeks who fails three end-of-annex tests or retests. 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 before the above test failure limitations if deemed appropriate.

- 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.

- Based on review of the SADDR and appropriate research, the battalion S-3/Director 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.

- If the battalion S-3/Director 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.

b. Academic failures - courses of action and appeals.

(1) Course personnel will use the appropriate Battalion/RNCOA Commandant chain of command to submit actions to recommend recycle or removal from training for students. Recommendations must be accompanied by an 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:

- Recycle.
- Reclassify.
- Eliminate MOS-I/MOS-T students from the Army in accordance with AR 635-200, AR 350-1, and TR 350-6.

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- Retain Soldiers who fail but held an MOS before attending the course. 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. 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.
- Recommend dismissal from training for professional development students in accordance with AR 600-8-24, AR 135-175, AR 350-1, TR 350-10, and FG Regulation 350-8.

(2) All actions that result in reclassifying or eliminating a student from the Army will be in accordance with applicable regulations listed in Appendix A of this regulation. Final approval for reclassification or elimination from the Army for MOS-I/MOS-T students will rest with the Battalion Commander. The 15th RSB Commander 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 RNCOA Commandant.

(3) The student will not be removed from class based on a pending decision. The student will remain in class on active status while pending decision. The course chief will monitor the student's status while awaiting the battalion commander's / Commandant's determination on the disposition of a student.

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

2-27. 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 8 weeks or less. For courses longer than 8 weeks, trainees will be limited to not more than two academic recycles, only one of which may be permitted in the last 6 weeks of the course. Recycling a student is designed to meet the needs of the students and is not used as a means of punishment.

b. For recordkeeping purposes, 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 electronic mail (e-mail). Course offices will insure the class assignment is updated in the RITMS. The reason for recycle action is coded, using the

appropriate RITMS status codes and recorded in the list of reasons (use RITMS status codes, not attrition codes).

2-28. Reclassification actions

a. Battalion S-3/Director, upon approving the removal of a student from training, may recommend the transfer of a student to a less technical course or reinstatement. Determining factors will be the allowable time to complete the course, or the student's inability to comprehend the material presented in a course. If not reinstated, the battalion S-3 will forward his recommendation to the student's unit commander. The battalion 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 in accordance with TR 350-6, and is recommended for evaluation by the battalion S-3. If the student is evaluated by the battalion commander as being exceptional and worthy of a second training opportunity, the student will be reinstated or reclassified in accordance with current DA and Trainee/Student Processing Branch policies. When a second training opportunity is unsuccessful or when an alternate MOS cannot be found, training unit commanders will initiate separation action.

c. When entering RITMS 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. NG, Reserve, and Sister Service students are reclassified by their particular service in accordance with their regulations.

2-29. 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 in accordance with applicable regulations listed in Appendix A of this regulation.

2-30. Removal from training report

a. A student missing class for 3 consecutive working days is placed in a Remove from Training status not later than 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 such cases, 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

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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. The course will post FG Form 6548 and class rosters with the date and reason the student was removed from training and will update the electronic recordkeeping system. 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. As soon as eligible, the commander or his representative will notify the Battalion S-3 by e-mail requesting the student be reinstated in the course. Based on the student's prior academic performance/learning ability, the battalion S-3 has the authority 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 S-3, course offices will update the RITMS, 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 not later than 3 days following the determination of the drop from training status. Course office will insure that the RITMS is updated and all course records are posted.

f. A student who is pending administrative action or judicial/nonjudicial 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 e-mail, providing pertinent data as to the special order number, date, paragraph number, et cetera. The training division will notify the course of the action taken, and the course office will insure the class assignment is updated in the RITMS.

g. Students removed from training for reasons of a temporary medical profile that prevents them from performing critical MOS tasks 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. 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 the RITMS.

h. The unit will process a student returning from AWOL, who has been carried as inactive on DA Form 4187 (Personnel Action). 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

Withdrawal of Students from Training

2-31. Responsibilities

The brigade and RNCOA are responsible for ensuring that students are not withdrawn from classes until final disposition of their status as a student.

2-32. Guidelines

A student is not removed from classes due to pending actions, such as criminal investigation, military police investigation, medical boards, or student evaluation boards in accordance with AR 635-200. 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 commander or the USACyber COE&FG Commandant.

2-33. Exceptions

There are notable exceptions to the guidelines stated above. Upon the recommendation of the battalion S-3 and the discretion of the battalion commander, students may be withdrawn from training for the following instances:

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

2-34. 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 S-3 initiates any exceptions.

2-35. Security clearance

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

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Section IX Accelerations

2-36. Acceleration of individual students and change in class end dates

a. Accelerated in the context of this document means that the student/class has met all requirements ahead of schedule for graduation. The diploma end date will change to match ATRRS/RITMS. The RTMS, DOT will make any other changes in the diploma as appropriate on a case by case basis.

b. All classes requiring acceleration require approval by HQ TRADOC. Acceleration of any Initial Military Training Courses requires DCG-IMT approval (ATI, WOBC, and BOLC). All other courses that are accelerated by more than five days require HQ TRADOC approval. All courses over 20 weeks, thus PCS, cannot be accelerated if it will impact PCS status (even if less than 5 days).

c. All accelerations must be requested via memorandum by the 15th RSB Commander / RNCOA Commandant and submitted to RTMS for processing.

d. Acceleration of less than five days (and students not in PCS Status or in IMT training) can be requested by the 15th RSB Commander / RNCOA Commandant for approval by the Directorate of Training.

e. Accelerated students and class early graduation must be coordinated at the earliest possible time but not later than 4 weeks in advance of graduation to insure students' orders are properly prepared.

f. After approval of class end date(s) is received from TRADOC and required changes are made in the RITMS/ATRRS, RTMS will notify requesting agency who must then notify all affected activities via e-mail—

- (1) Trainee/Student Processing Branch, DHR for orders and out processing.
- (2) USAR/ARNG Liaison for orders and unit notification.
- (3) Contracting Officer Representative for contracted WIN-T training.
- (4) International Military Student Office for international students.

Section X Academic Records and Reports

2-37. Individual student training records and grades

a. Fort Gordon Form 6548 is prepared and maintained by each course for each student in accordance with instructions provided on the form. 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 in accordance with AR 25-400-2.

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.

2-38. Enrollment/prospective graduate rosters/limited training

a. RTMS, DOT and the Trainee / Student Processing Branch, DHR will have ALL incoming students complete FG Form 6690-R (Academic Records Student Data Sheet) before RTMS initially enrolls the students into the RITMS.

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

c. The Personnel Operations Branch, DHR uses the RITMS prospective graduate roster to prepare MOS award orders, acquire assignments for the graduates, and ensure administrative actions are completed for the students to depart. RTMS, DOT will use the finalized graduate rosters from RITMS to prepare diplomas and certificates for graduating students. In accordance with AR 600-8-19, DA Form 87 (Certificate of Training) 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 Individual Basic Training, MOS-T, One Station Unit Training (OSUT) 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 on-the-job training (OJT), Army Correspondence Course Program, et cetera. 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, unavailable 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 before graduation to avoid an ITR entry. Guidelines for maintaining a minimum training record are found in AR 350-1.

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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 with their chain of command approval. Under no circumstances will courses annotate training deficiencies on DA Forms 5286 for a class/group without obtaining prior written approval from RTMS, DOT. The OEMTD will use the method authorized by the DOT, 59th Ordnance Brigade to report training deficiencies.

Section XI Classified Instruction Procedures

2-39. 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 RITMS, which indicates the security clearance status of each individual attending the class. In cases where class rosters cannot be obtained from the RITMS, a roster may be submitted through the unit and brigade Intelligence Staff Officer (S-2) or S-3 to the Chief, Security and Intelligence Division, Directorate of Plans, Training, Mobilization, and Security (DPTMS), 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 (Restricted Area Visitor Register). Access to secure areas is refused to all persons without proper clearance.

2-40. Security procedures

a. Before 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 used 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. Before class dismissal, the instructor again will announce the classification of the instructional training material. As soon as the classified instruction ends, all instructional training material and scratch paper are collected and accounted for before unlocking the door and dismissing the class. Classified material is stored in a general service area approved safe, with one drawer labeled FOR DESTRUCTION ONLY until it is properly destroyed, burned, or shredded in accordance with AR 380-5, chapter 3.

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

d. The 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 XII

Physical Security

2-41. 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 counted and signed for on DA Form 2653-R (COMSEC Account - Daily Shift Inventory) at the change of each shift.

c. Accountability. The property book officer is responsible for the accountability of other than COMSEC equipment in accordance with the 700 series regulations. DA Form 2653-R is used 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.

2-42. 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.

2-43. Repair and removal of equipment

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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 from the appropriate property officer.

Section XIII

Inactive Student Report

2-44. 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 not later than close of business (COB) Thursday to RTMS, DOT and Trainee/Student Processing Branch, DHR.
- c. In addition, the 15th RSB will provide daily reports to DHR to insure student status is accurately maintained in the ATRRS.
- d. For the Command Group, RTMS, DOT will combine into one summary report the inactive student status, using selected information extracted from the Brigade report. RTMS, DOT will distribute via e-mail the complete Brigade report and the DOT summary report.

Section XIV

International Military Students

2-45. Security Assistance Training Program

- a. The USACyber COE&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 United States foreign policy.

2-46. International Military Students Office (IMSO)

The IMSO's 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. The 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 Fort Gordon and the United States 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.

2-47. 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 USACyber COE&FG.

c. The IMSO will enroll all international students in the RITMS and forward a roster of International Travel Orders to the RTMS, DOT, and Trainee / Student Processing Branch, DHR for enrollment into ATRRS.

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

e. The RTMS, 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 out processing.

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

2-48. International student academic standards

a. International students are awarded a graduation diploma from a USACyber COE&FG formal course of instruction when the student has met the training standards prescribed for United States military personnel. The following stipulations apply:

(1) Numerical grades are not used entirely in determining whether the international student has achieved the standards set for United States military personnel.

(2) The controlling factor is the decision that students can achieve SATISFACTORILY the objective for which they are trained.

(3) This decision is influenced by aptitude, application, practical effort, and demonstrated understanding, as well as by numerical grades.

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

2-49. Academic requirements

a. The student's academic progression is monitored by IMSO. In conjunction with counseling and remediation, the training academy, 15th RSB will advise IMSO immediately when an international military student's academic progress or achievement is not satisfactory and is falling behind his United States 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 no graduation 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 DD Form 2496 (International Student Academic Report) 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 before course completion, an academic report worksheet for each international student is forwarded to the training academy or the 15th RSB. The worksheet input should be returned to IMSO not later than 10 days after course completion. The worksheet input will be the basis for completion of DD Form 2496. The training academy or the 15th RSB should make constructive comments when completing worksheets, highlighting strong points and / or weaknesses during the course.

2-50. Class absences

a. It is recommended that international students attend all classes, including those that are United States specific. Unexcused absenteeism and / or excessive lateness should not be tolerated. The training academy or the brigade 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 affected 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.

2-51. Information program

a. In addition to formal schooling, international students attending courses at USACyber COE&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 United States and its people and human rights commitment.

b. The IMSO is responsible for planning and conducting the program which fulfills goals outlined in AR 12-1.

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, the training academy and the 15th RSB 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.

2-52. 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.

2-53. Legal status

a. While in the United States, international military students and their dependents are subject to the jurisdiction of the United States courts, both state and federal. Those students and dependents that 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 United States 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.

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2-54. Release of retainable instructional material

a. The training academy and the brigade 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 USACyber COE&FG and the United States Army.

b. The IMSO is authorized to mail, to the United States Security Assistance Officer in country, 200 pounds of retainable instructional training material for the SCCC/BOLC and 50 pounds for all other formal courses of instruction at USACyber COE&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.

Section XV

Distinguished and Honor Graduates

2-55. Description

a. The Distinguished graduate is the student (United States Army, Air Force, Navy, Marine, civilian or international students) 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 MOS-T/MOS-I characteristics; for example, mid-level noncommissioned officer (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 2-56 of this section must be met.

b. Honor graduates are students who best exemplify 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.

c. An exception to the 20 percent rule can be considered 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 in accordance with the following criteria:

(1) Has the highest grade average of the class but not less than 95 percent with all first time GOs.

(2) Passes the 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) Meets his service's height and weight standards.

(4) Must be recommended by the 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.

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

(7) No derogatory reports.

b. Honor graduate selection is in accordance with the following criteria:

(1) Has an average grade of 90 percent or higher with all first time GOs.

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

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

(4) Meets weight control standards.

(5) Passes the respective service's physical training test.

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

(7) No derogatory reports.

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

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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 in accordance with course syllabus and academic requirements.
- c. The Commandant has final approving authority on students attending ALC and SLC.
- 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, use the number of students still in class at the 14-day point before graduation. Use standard rounding (.5/above = 1) procedures.
- f. Identify distinguished/honor graduates via e-mail to RTMS, DOT.

Section XVI

Cancellation of Classes and Suspension of Training for Specific Events

2-58. Responsibilities

Each training division will submit requests through their respective chain of command, the 15th RSB Commander, RNCOA Commandant to request cancellation of training due to a specific event. The 15th RSB Commander and the RNCOA Commandant are the approval authorities for cancellation of classes under their authority for a specific event. All canceled classes are made up in accordance with this regulation.

2-59. 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.
- b. Organization/Activity Day. Suspended classes with a preplanned agenda of activities. Only one organization/activity day per calendar year is authorized. Organization Day activities will not exceed 4 hours.
- 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, et cetera).
- d. 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.

2-60. Parade procedures

a. Students may be used for the brigade's change of command ceremonies. The brigade will inform DOT before 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 not to exceed 2 hours including travel. Training Divisions will make up training in accordance with 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 used for ceremonies during peak training hours.

Section XVII

Graduation Ceremony

2-61. Responsibilities

a. The battalion will maintain the overall responsibility for conducting 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 S-3/Director with the names of students not qualified to graduate not later than 1 day before 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 Certificate of Signal Regimental Affiliation to all active duty, USAR, and ARNG Soldiers of the United States Army Corps (regiment). All graduates of MOS-T, BOLC, and Signal Officer Branch Qualification Course conducted at USACyber COE&FG are awarded Certificates of Regimental Affiliation during graduation ceremony.

c. Course Chief will—

(1) Notify the battalion of the required graduation.

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(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 RTMS, DOT 2 days before graduation.

(4) Review diplomas for accuracy.

(5) Forward accurate diplomas to appropriate Student Company.

(6) Return inaccurate diplomas to the RTMS, DOT for correction.

(7) Provide list of distinguished/honor graduates and regular graduates to the brigade (including all required data on the graduates) not later than COB 1 day before graduation.

d. The RNCOA is responsible for conducting graduation ceremonies for all SLCs and ALCs.

e. The 442nd Signal Battalion Commander is responsible for graduation ceremonies for all areas of concentration (AOC), functional and ASI producing courses under its jurisdiction other than MOS producing courses. The 551st Signal Battalion is responsible for graduation ceremonies for MOS 25B10 courses.

Chapter 3
Schedules (formerly USASC&FG Regulation 350-6)

Section I
Academic Training Schedules

Prescribes the methods to be used in preparing, processing, and filing Master Training Schedules (MTS)/Weekly Training Schedules within the training departments of the United States Army Cyber Center of Excellence and Fort Gordon and Fort Gordon (USACyber COE&FG), and establish and maintain standards and uniformity for academic training schedules throughout USACyber COE&FG.

3-1. Responsibilities

The training departments have overall responsibility for the preparation of the MTS/Weekly Training Schedules used in courses of instruction, and will approve all MTS and revisions. The Training Departments will—

- a. Ensure that the recommended sequence established in the Course Management Plan (CMP) and method of instruction utilizing Training Development Capability (TDC) conforms to the programs of instruction (POI).
- b. Furnish one copy of the MTS to the Chief of Quality Assurance Office.
- c. Maintain a file for all MTS within the department.

3-2. Preparation

a. Master training schedule will be prepared for all courses prior to implementation. Please see figure one, for suggested format. Commanders and Directors will ensure all data elements in figure one, are included in the MTS. The MTS will be approved and signed by the Division/ Course chiefs, and become effective on date of approval.

b. Weekly Training Schedules. FG Form 6561 (Academic Weekly Training Schedule) at figure two will be based on the approved MTS. Hours reflected in block Pd/1 of form will be extracted from the approved MTS. The following information will also be entered on FG Form 6561—

- (1) Course.
- (2) Lesson plan # (LP#).
- (3) Class/group number.
- (4) Week of Instruction.
- (5) Effective date (inclusive)
- (6) Building, Classroom, or training area where instruction will be conducted.

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(7) Makeup training or temporary changes in instruction in accordance with TRADOC Reg 350-6 or USASC Reg 350-5.

(8) Instructor(s) assigned to each period of instruction.

(9) Method of instruction.

(10) Remarks, if necessary.

(11) Date of approved MTS (in remarks section).

(12) Signature of division/course chief.

3-3. Processing

a. Weekly Training Schedules.

(1) All academic weekly training schedules will be prepared at least three working days prior to the effective date.

(2) Weekly training schedule requires approval of the appropriate division/course chief.

3-4. Revisions

Changes to approved Weekly Training Schedules concerning instructors, sequence of instruction, building, area, et cetera, will be posted by the first-line supervisor. When changes are made, a line will be drawn through the old item (name, area, et cetera). The reason(s) for changes will be entered on the back of the schedule. All changes will reflect the hour and day of the affected change.

3-5. Disposition

a. Master Training Schedules will be filed in accordance with the Army Records Information Management System (ARIMS).

b. Training departments will file / maintain copies of the MTS for courses within their respective department in accordance with ARIMS.

c. Divisions within the training department will file/maintain copies of Weekly Training schedules (including all changes), within their divisions in accordance with ARIMS.

d. Course / division chiefs will use the completed MTS to verify that all POI/MTS hours were trained/made up.

e. Courses will dispose of Weekly Training schedule 30 days after respective group graduates.

USACyber COE&FG Regulation 350-5

MASTER TRAINING SCHEDULE
 000-25N30 JOINT NODAL NETWORK OPERATOR/MAINTAINER BNCOC
 REGIMENTAL NCO ACADEMY (Resident)
 FORT GORDON, GEORGIA 30905-5491

Date: 8 Feb 2006
POI VERSION: XXXXXXX

Effective Date:

8-Feb-06
25N001-06

Effective for Class:
(Write In)

ACADEMIC HOURS	LESSON PLAN TITLE	LESSON NUMBER	HOURS & METHOD OF INSTRUCTION
Module P NETWORKING ESSENTIALS PART1 (RNCOA)			
1 - 5	What is a Computer Network	25N30P01	1 0.1 CO 2.6 CO 1.6 P3 0.6 PE
6 - 10	Network Topology	25N30P02	1 5.0 0.1 CO 0.1 CO 1.0 CD 1.2 CO 1.0 CP 1.2 P3
11 - 15	Network Hardware	25N30P03	1 4.6 0.1 CO 0.1 CO 2.9 CO 2.0 P3 5.1 0.1 CO

This MTS reflects the sequence of instruction but does not necessarily reflect the week, day or hour a student receives the instruction.

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DATE APPROVED: _____

APPROVED: _____

JOHN J. DOE
 CSM, USA
 Commandant

260-25N30

Figure 3.1 Master Training Schedules

USACyber COE&FG Regulation 350-5

ACADEMIC WEEKLY TRAINING SCHEDULE										
FG Suppl 1 To TRADOC Reg 350-6										
COURSE: CABLE SYSTEM INSTALLER/MAINTAINER PHASE: FIELD WIRE BRANCH, CUC DIV, (25L10)								WEEK: 3 GROUP: 15		
LEGEND: Pd/I- Period of Instruction B/A- Building/Area								CLASS: 001-06 EFFECTIVE: 15-19 MAY 06		
H R	Monday		Tuesday		Wednesday		Thursday		Friday	
	ARMY VALUES		ARMY VALUES		ARMY VALUES		ARMY VALUES		ARMY VALUES	
	Pd/1	B/A	Pd/1	B/A	Pd/1	B/A	Pd/1	B/A	Pd/1	B/A
	65	10B	73	10B	81	10B	89	10B	97	10B
1	B1L2 SSI LAB 1,2 PE		B4L2 TBLSHT SSI LAB 1,2 CO/PE		C1L1 TD-1233/1234 4,5 CO		C1L7 TA-1042/MUX 4,5 CO/DM		C1L9 TELE/MUX LAB 4,5 PE	
	66	10B	74	10B	82	10B	90	10B	98	10B
2	B1L2 SSI LAB 1,2 PE		B4L2 TBLSHT SSI LAB 1,2 PE		C1L1 TD-1233/1234 4,5 CO		C1L8TA-1042/MUX LAB 4,5 CO/PE		C1L9 TELE/MUX LAB 4,5 PE	
	67	10B	75	10B	83	10B	91	10B	99	10B
3	B1L2 SSI LAB 1,2 PE		B4L2 TBLSHT SSI LAB 1,2 PE		C1L2 TD-1233/1234 LAB 4,5 CO/PE		C1L8TA-1042/MUX LAB 4,5 CO/PE		C1L9 TELE/MUX LAB 4,5 PE	
	68	10B	76	10B	84	10B	92	10B	100	10B
4	B1L2 SSI LAB 1,2 PE		B5L1 TEST SSI 1,2 CO/TE		C1L2 TD-1233/1234 LAB 4,5 PE		C1L9 TELE/MUX LAB 4,5 PE		C1L9 TELE/MUX LAB 4,5 PE	
	69	10B	77	10B	85	10B	93	10B	101	10B
5	B1L2 SSI LAB 1,2 PE		B5L1 TEST SSI 1,2 CO/TE		C1L4 TS-3647 4,5 CO/CD		C1L9 TELE/MUX LAB 4,5 PE		C1L9 TELE/MUX LAB 4,5 PE	
	70	10B	78	10B	86	10B	94	10B	102	10B
6	B1L2 SSI LAB 1,2 PE		B5L1 TEST SSI 1,2 CO/TE		C1L4 TS-3647 LAB 4,5 CO/PE		C1L9 TELE/MUX LAB 4,5 PE		C1L9 TELE/MUX LAB 4,5 PE	
	71	10B	79	10B	87	10B	95	10B	103	10B
7	B1L2 SSI LAB 1,2 PE		B5L1 TEST SSI 1,2 CO/TE		C1L4 TA-838 4,5 CO/CD		C1L9 TELE/MUX LAB 4,5 PE		C1L9 TELE/MUX LAB 4,5 PE	
	72	10B	80	10B	88	10B	96	10B	104	10B
8	B1L2 SSI LAB 1,2 PE		B5L1 TEST SSI 1,2 CO/TE		C1L4 TA-838/MUX LAB 4,5 CO/PE		C1L9 TELE/MUX LAB 4,5 PE		C1L9 TELE/MUX LAB 4,5 PE	
Remarks: MTS Approval date: 4 Oct 05										
Instructors:										
1										
2										
3										
4										
5										
6										
7										
8										
APPROVED: s/s Original Signed C, FWB, CUC Div, BCS Dir, 15 th Sig Bde										

Figure 3.2 Academic Weekly Training Schedule

Section II Annual Training Schedules

3-6. ARPRINT

a. The Army Program for Individual Training (ARPRINT) is the source document for student input (or training requirements) for all courses and is available through the ATRRS. The ARPRINT reflects the training requirements validated by the SMDR and resourced at the TRADOC Review of Manpower (TRM). Class schedules contain these training requirements unless they have been adjusted by the Training Resources Arbitration Panel (TRAP), or unless the course is constrained. A constrained course is one which lacks sufficient resources to train its full training requirement. Constrained courses are identified during the local USASC SMDR preparation process and the constraining resources are entered in the appropriate ATRRS displays by RTMS.

b. The final ARPRINT program will be scheduled by RTMS and TRADOC based on the established frequency at which classes can be started and scheduling requirements provided by the training departments. Classes will be scheduled at the approved optimum class size, unless otherwise requested / approved by Headquarters, U.S. Army Training and Doctrine Command (TRADOC). For Skill Level One courses, available training dates are determined by the ATRRS Army Request Interface Table. For all courses, the number of class starts is calculated by dividing the ARPRINT requirements by the optimum class size, with any decimal remainder rounded up.

(1) All courses will be taught in accordance with the approved program of instruction (POI) length, which includes both academic and administrative time. Class schedules are developed by G-35 and coordinated with each training department prior to being finalized and entered into the ATRRS/RITMS.

(2) The class schedules reflect a report date, which is the day students report to in-/out-processing; a start date, which is the beginning of the POI, and a close date, which is the end of the POI, or the out-processing/graduation date. ALC and SLC will begin on Tuesday.

(3) In-processing.

(a) All Initial Military Training (IMT) courses have a maximum of 16 hours of in-processing time that is administered prior to the start of academic training on Wednesday. In the event the full 16 hours is not available due to a holiday, the 15th Regimental Signal Brigade (RSB) has the responsibility to get the soldiers to the academic training department on Wednesday and complete in-processing at the end of the academic training day, as required.

(b) Non-IMT courses have a maximum of 8 hours of in-processing time that is administered prior to the start of the academic training, which is generally on Wednesday.

(c) Officer/warrant officer courses normally will have from 4 to 8 hours of in-processing time and start training on Monday, Tuesday, or Wednesday.

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(4) Out-processing.

(a) Courses will have a maximum of 8 hours of out-processing time that is administered on the 'close' date identified in the class schedules. The close date is an administrative day and is used by the 15th RSB for graduation, post cleaning, and out-processing. Officer courses will have from 4 to 8 hours of out-processing time, as needed. Situations requiring more than 8 hours of out-processing time will be addressed to the RTMS, DOT for resolution as soon as the problem is identified.

(b) Training holidays may be made up by compressing training when little or no effect is impacted on the student. The decision to compress will be made at department level on a course-by-course basis. All training will be provided as identified in the POI with no omission of training tasks. Should the addition of training holidays to a course length create scheduling problems for courses with weekly inputs and/or having equipment sharing, the training department can request from Brigade Commander / RNCOA Commandant an exception to train during training holidays for certain classes.

(c) Students will not be held over solely for the consolidation of graduation ceremonies.

(5) Any temporary deviation up to three iterations involving the POI course length, scheduled start and/or close dates, in / out-processing time requires approval from the TRADOC and / or DCG- IMT. Course administrative data changes, in excess of three iterations, must continue to be requested via Training Requirements Analysis System documentation.

c. Schedules will be coordinated with TRADOC by RTMS with each training department and entered in the C3 display in ATRRS to meet Department of the Army (DA)/TRADOC suspense's. The ATRRS entry priority will be given to IMT (10 level) schedules. Remarks, such as explanation of deviation of scheduled course length versus approved course length, inability to schedule the entire training program, or specific information pertinent to a certain course will be entered in the space provided on the C3 display. Schedules will also be entered in the RITMS.

d. Changes in class schedules may be required once schedules are entered in the ATRRS/RITMS. All class schedule changes must be approved by TRADOC.

e. Classes may be nonconducted by TRADOC. Requests to nonconduct a class, due to less than minimum class size, inadequate instructor resources or minimum equipment to conduct the instruction, will be a coordinated effort between RTMS and the training department. Prior to nonconducting a class RTMS must obtain approval from TRADOC.

Appendix A References

Section I Required Publications

ARs, DA pamphlets, DA forms, and SF Forms are available at <http://www.usapa.army.mil>. Fort Gordon publications and forms are available at <http://www.gordon.army.mil/dhr/docmgt.htm>.

Section II Related Publications

A related publication is a source of additional information. The user does not have to read a related reference to understand this publication.

Army Regulations

AR 12-1
Security Assistance, Training, and Export Policy

AR 135-175
Separation of Officers

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

AR 27-10
Military Justice

AR 350-1
Army Training and Leader Development

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

AR 380-5
Department of the Army Information Security Program

AR 600-63
Army Health Promotion

AR 600-8-10
Leaves and Passes

AR 600-8-19
Enlisted Promotions and Reductions

USACyber COE&FG Regulation 350-5

AR 600-8-24
Officer Transfers and Discharges

AR 600-9
The Army Body Composition Program

AR 612-201
Initial Entry/Prior Service Trainee Support

AR 614-200
Enlisted Assignments and Utilization Management

AR 635-200
Active Duty Enlisted Administrative Separations

AR 670-1
Wear and Appearance of Army Uniforms and Insignia

AR 690-700
Personnel Relations and Services (General)

DA Pamphlets

DA Pam 611-21
Military Occupational Classification and Structure

Field Manuals

FM 7-0
Training the Force

FM 7-1
Battle Focused Training

Fort Gordon Regulations

Fort Gordon Publications are available at <http://www.gordon.army.mil/dhr/docmgt.html>.

USACyber COE&FG&FG Regulation 27-1
Military Justice

USASIGC&FG Regulation 350-2
Staff and Faculty Development Training

USASIGC&FG Regulation 350-8
Dismissal of Officers, Warrant Officers, Warrant Officer Candidates and Enlisted Students

TRADOC Regulations (TR)

TRADOC Publications are available at <http://www.tradoc.army.mil/Publications.asp>.

TR 350-10
Institutional Leader Training and Education

TR 350-18
The Army School System

TR 350-6
Enlisted Initial Entry Training Policies and Administration

TR 350-70
Army Learning Policy and Systems

Section III
Referenced Forms

DA Forms

DA forms are available on the APD website (www.apd.army.mil).

DA Form 1045
Army Ideas for Excellence Program (AIEP) Proposal

DA Form 1059
Service School Academic Evaluation Report

DA Form 1999
Restricted Area Visitor Register

DA Form 2028
Recommended Changes to Publications and Blank Forms

DA Form 2627
Record of Proceedings under Article 15, UCMJ

DA Form 2627-1
Summarized Record of Proceedings under Article 15, UCMJ

DA Form 2653-R
COMSEC Account - Daily Shift Inventory

DA Form 268
Report to Suspend Favorable Personnel Actions (FLAG)

USACyber COE&FG Regulation 350-5

DA Form 4187
Personnel Action

DA Form 4187-1-R
Personnel Action Form Addendum

DA Form 4856
Developmental Counseling Form

DA Form 5286
Individual Basic Training (IBT), Advanced Individual Training (AIT), One Station Unit Training (OSUT)

DA Form 5286-1
Individual Training Record (Continuation Sheet), Basic Training (BT), Advanced Individual Training (AIT), One Station Unit Training (OSUT)

DA Form 87
Certificate of Training

DD Forms

DD forms are available at www.apd.army.mil.

DD Form 577
Appointment/Termination Record – Authorized Signature

DD Form 689
Individual Sick Slip

DD Form 2496
International Student Academic Report

Fort Gordon Forms

FG Form 6249
Student Personal Data Questionnaire

FG Form 6277-3
Daily Student Status Report (Reinstated)

FG Form 6436
Student Excused Absence Slip

FG Form 6548
Student Absentee and Grade Record

FG Form 6551
Student Control Record

FG Form 6562
Group/Class Roster (Reinstated)

FG Form 6690-R
Academic Records Student Data Sheet. Form can be found at:
<https://ia.signal.army.mil/studentDownloads/FGForm6690.xls>

Standard Form

SF forms are available at www.apd.army.mil.

SF 701
Activity Security Checklist

USACyber COE&FG Regulation 350-5

Glossary

Section I

Abbreviations

AA	Active Army
ACE	Academic Counselor/Evaluator
ACU	Army Combat Uniform
AIEP	Army Ideas for Excellence Program
AKO	Army Knowledge Online
ALC	Advanced Leaders Course
AOC	area of concentration
AOT	Assignment Oriented Training
APFT	Army Physical Fitness Test
AR	Army Regulation
ARNG	Army National Guard
ASI	additional skill identifier
ATRRS	Army Training Requirements and Resources System
ATTN	attention
AWOL	absent without leave
AWTS	Academic Weekly Training Schedule
BCT	basic combat training
BOLC	Basic Officer Leaders Course
BT	basic training
CBRN	chemical, biological, radiological, and nuclear
CCI	controlled cryptographic items
CG	Commanding General
CMF	Career Management Field
CMP	Course Management Plan
COB	close of business
COMSEC	communications security
DA	Department of the Army
DD	Department of Defense
DPTMS	Directorate of Plans, Training, Mobilization, and Security
DHR	Directorate of Human Resources
DOT	Directorate of Training
DRM	Directorate of Resource Management
DTD	Digital Training Division
ENTNAC	Entrance National Agency Check
ETT	Electronic Technology Training
ETV	Educational Television
FA	functional area
FTX	field training exercise
G-3	Assistant Chief of Staff, Operations and Plans
GS	General Staff; General Series when used with a number
ID	identification

IMI	Interactive Multimedia Instruction
IMSO	International Military Students Office
ITR	Individual Training Record
LIB	Learning Innovations Branch
LTC	Lieutenant Colonel
MOPP	Mission-Oriented Protective Posture
MOS	Military Occupational Specialty
MOS-I	Military Occupational Specialty-Initial
MOS-T	Military Occupational Specialty-Training
MTS	Master Training Schedule
MTT	Mobile Training Teams
NCO	Noncommissioned Officer
NCOES	Noncommissioned Officer Education System
NCOIC	Noncommissioned officer in charge
NETT	New Equipment Training Teams
No.	number
NSN	national stock number
OJT	on the job training
OSJA	Office of the Staff Judge Advocate
OSUT	One Station Unit Training
PCS	permanent change of station
POI	Program of Instruction
PSI	Personnel Security Investigation
RITMS	Resident Individual Training Management System
RNCOA	Regimental Noncommissioned Officer Academy
RSB	Regimental Signal Brigade
RTMS	Resident Training Management Section
S-1	Personnel Staff Officer
S-2	Intelligence Staff Officer
S-3	Operations Staff Officer
SADDR	Student Academic Deficiencies Decision Request
SAFTA	Security Assistant Field Training Activity
SC	Signal Corps
SCCC	Signal Captains Career Course
SF	Standard Form
SGI	Small Group Instruction
SGL	Small Group Leader
SLC	Senior Leaders Course
SSN	social security number
TAC	Trainer/Advisor/Counselor
TDP	Trainee Discharge Program
TRADOC	United States Army Training and Doctrine Command
TRADOC/TOMA	United States Army Training and Doctrine Command/ Training Operations Management Activity
TR	TRADOC Regulation
UCMJ	Uniform Code of Military Justice

USACyber COE&FG Regulation 350-5

USAR	United States Army Reserve
USASC&FG	United States Army Signal Center and Fort Gordon
USACyber COE&FG	United States Army Cyber Center of Excellence and Fort Gordon
WBGT	Wet Bulb Globe Temperature
WOBC	Warrant Officer Basic Course
WTS	Weekly Training Schedule

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 before the originally scheduled completion date.

Army Training Requirements and Resources Systems (ATRRS): A Department of the Army (DA) system for managing all individual training and governed by AR 350-10. ATRRS provides all levels of command the tools to project, plan, program, schedule, budget, and execute individual training. It 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 United States military rank.

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

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 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 Leaders Course (ALC) and Senior Leaders Course (SLC) class leaders will be the designated student platoon sergeants for their respective group.

Commandant: The individuals responsible for the overall management of the Noncommissioned Officer Academy (RNCOA).

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 a military occupational specialty (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 completing training because of no assignment instructions (port calls, or personnel who have waived their airborne commitments).
- b. **DA Holds:** Includes, but are not limited to, deferments for White House Communications Agency, assistant instructor, and United States Military Academy Preparatory School selectees.
- c. **Failed Army Physical Fitness Test (APFT):** Personnel who have completed the academic portion of training but failed their End of Course APFT.
- 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 before departure. DA 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 before 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 the course or are removed from class because equipment training requires a security clearance, but are not MOS due to not receiving a final or interim clearance. **NOTE:** NACLH Holds: All Soldiers must have a completed favorable NACLH prior to being shipped.
- i. **Separation:** Personnel pending administrative discharge action; for example, trainee discharge program (TDP), fraudulent enlistment, and so forth.

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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 United States Army Reserve (USAR) or Army National Guard (ARNG) 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 (FLAG)) must be initiated and forwarded immediately to Trainee/Student Processing Branch. Personnel absent for more than 30 days will be dropped from rolls.

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 USAR or ARNG personnel are involved, the USAR and ARNG Liaison Offices must be notified immediately.

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

(1) **Holdunder:** A 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.

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

(3) **Military Occupational Specialty-Initial (MOS-I):** Training presented to new enlistees with no prior military service or a break in service of more than 90 days. This training consists of basic combat training (BCT), initial MOS/ASI training and/or One Station Unit Training (OSUT).

(4) **Military Occupational Specialty-Training (MOS-T):** 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.

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

(6) **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, et cetera.

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

(7) **Resident Individual Training Management System (RITMS):** An online database system that gives authorized users the capability to create, update, delete, and review all databases necessary to track officer and enlisted students throughout their training cycle.

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

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

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

(11) **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.