



=167= GAMING CLAN GENERAL ORDER

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TITLE: DISCHARGE AND REINSTATEMENT	GENERAL ORDER: 2.2
EFFECTIVE: 15 NOV 2019	MODIFIED: 6 FEB 2024, 26 SEP 2020, 11 MAY 2020
RESCINDS: CLAN HANDBOOK (18 MAY 2019), CLAN HANDBOOK (20 SEP 2014), IET HANDBOOK (7 JUN 2014), IET HANDBOOK (04 AUG 2013), APB ACADEMY HANDBOOK (19 MAY 2013), GENERAL ORDERS (29 MAY 2009), CLAN HANDBOOK (29 NOV 2008), 167MAN (02 MAY 2008)	

SCOPE: All units and members of the =167= Clan.

CONTENTS: This procedure consists of the following numbered sections.

- I. **DISCHARGE PROCESS**
- II. **DISCHARGE TYPES**
- III. **REINSTATEMENT**

PROCEDURE:

I. **DISCHARGE PROCESS**

- A. When an individual is no longer a member of the =167= Clan, regardless of the reason or post-membership status, they shall be referred to as a "discharged member".
- B. Immediately following the discharge of a member, regardless of the reason, the following actions shall take place by the appropriate leaders and support staff:
 1. **WEBSITE ROSTER:** The member's name shall be removed from the clan website roster. If applicable, their name may be added to the "Honorably Discharged" section of the roster.
 2. **WEBSITE ACCOUNT:** If applicable, the member's website account will be locked and/or deleted.
 3. **SERVER PANEL(S):** If applicable, the member's access to any and all server control panels, FTP credentials, etc. shall be revoked. If the member had access to any backend credentials, such as SQL databases, server license keys, etc. they will be changed or regenerated.
 4. **CLAN-RELATED ACCOUNTS & PASSWORDS:** If the discharged member had access to any Social Media accounts, Google Documents/Spreadsheets, Project Management software etc., their access shall be immediately revoked.



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5. Passwords will be immediately changed in all areas which are protected by a single password which the discharged member has/had access to or knowledge of.
 6. CLAN EMAIL: Any clan email address(es) the member was issued shall be frozen.
 7. DISCORD ROLES: If the discharged member remains in the Discord, all roles pertaining to the =167= Clan shall be removed. If the individual left in good standing, they shall be granted the "Discharged Member" role.
 8. PERSONNEL RECORDS: Personnel records shall be updated to include the reason and date of discharge.
- C. The discharged member shall be expected to return all clan-owned gear which was issued to them, pursuant to *General Order 2.0 - Recruitment and Selection, Section III, Paragraph B*.
- D. Upon departure, should a discharged clan member fail to return clan-owned gear as described in the paragraph above, a member of Unit Leadership will attempt contact and attempt to retrieve the items. Thirty (30) calendar days after the attempted recovery, all unreturned items will be deemed stolen. The member's discharge status will immediately change to "NO REJOIN" and additional action shall be taken as described in *General Order 2.0 - Recruitment and Selection, Section III, Paragraph B*.

II. DISCHARGE TYPES

- A. The Operations Division or Headquarters Division shall categorize each discharge based upon the circumstances surrounding the member's departure.
- B. If a member in good standing, who holds a rank of E-1, E-2, or E-3, chooses to terminate their membership with the =167= Clan, they shall be categorized as a member who RESIGNED. Individuals with this status are free to rejoin the clan at any time.
- C. If a member is removed from the =167= Clan as the result of a breach of conduct, including prolonged inactivity, they shall be categorized as a member who was REMOVED FROM THE CLAN. Unless otherwise specified, individuals with this status are free to rejoin the clan one (1) calendar year after the date of their removal.



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- D. If a member is terminated from the =167= Clan as the result of a serious breach of conduct, they shall be categorized as a member with NO REJOIN status. As described in *Section I, Paragraph D* above, individuals who do not return clan-owned gear/items within 30 days of contact shall also be deemed as NO REJOIN. Individuals with NO REJOIN status are permanently barred from re-joining the =167= Clan.
- E. If a member, in good standing, who holds a rank of E-4 or above, chooses to terminate their membership with the =167= Clan, they shall be categorized as a member who RETIRED. Retired members shall remain on our website roster under the "Honorably Discharged" section.

III. REINSTATEMENT

- A. Discharged members who RESIGNED may be reinstated at the rank of E-1 without having to undergo another probationary period, as described in *General Order 2.0 - Recruitment and Selection*.
- B. Discharged members who were REMOVED FROM THE CLAN, who rejoin one (1) year or longer after their termination date, must undergo another probationary period, as described in *General Order 2.0 - Recruitment and Selection*. The probationary period may extend as long as the Operations Division and/or the Headquarters Division determine necessary to ensure the individual's previous misconduct will not recur.
- C. Discharged members who RETIRED may be reinstated, without undergoing a second probation, to a comparable rank or position which they retired from. Reinstatement rank and position of retired members shall be at the discretion of Unit Leadership, the Operations Division, and/or the Headquarters Division.