



## SECTION 4

# DISCHARGES AND PROCEDURES FOR DISMISSAL BY SUMMARY DEALING

## DISCHARGES

1. The discharge of an officer and soldier is one of the most important aspects of documentation both at the unit and AFPC. Inaccurate information and procedures could result in loss of gratuity, pension or job opportunity.

### Types of Discharge

2. An officer or soldier can be discharged for a variety of reasons, they are:

a. Transfer to the Reserve (Sec 21 of RSLAF Act 61). This applies to an officer or soldier who is discharged from the Armed Forces and having completed less than 10 years service. An officer or soldier is to serve in the reserve until he has completed a combined regular and reserve service of 10 years. However if a soldier completes less than 7 years regular service he/she can only serve a maximum of 3 years reserve service. The undermentioned table is a guide to the number of years reserve service an officer or soldier is to complete:

Number of years completed regular service	Number of years reserve service required to complete
1 - 6 years	3
6 years 11 months	3
7 years 0 months	3
7 years 1 month	2 years 11 months
7 years 6 months	2 years 6 months
8 years	2 years
8 years 6 months	1 year 6 months
9 years	1 year
9 years 6 months	6 months
9 years 11 months	1 month
10 years +	Nil

If units are unsure of how much reserve service an officer or soldier is to serve they should contact the AFPC for advice. The authority for discharge under this section is the CO AFPC.

b. Completion of Engagement. This applies to officers and soldiers who have completed 10 years or more service and therefore do not require to complete any Reserve service. The authority for discharge under this section is the CO AFPC.

c. Break of Service. This applies to a soldier who during his engagement wishes to take a break from service for personal reasons. The authority for discharge under this section is the CO AFPC.

d. Medical Discharge. The Director Medical Services (DMS) is to hold a Medical Board for any officer or soldier who is medically unfit to continue in the service. The results of the Medical Board are to be forwarded to the AFPC on Med Form 19. The AFPC will inform the parent unit concerned of the outcome of the board and arrange with the Commanding Officer a convenient date for the discharge

of the officer or soldier. The authority for a Medical Discharge is the Director of Medical Services (DMS).

e. Misconduct. This section applies to an officer or soldier who has been convicted of an offence and has been sentenced:

- (1) By a Civil Court or by Court Martial to imprisonment.
- (2) By a Court Martial to a period of detention which on confirmation is for 12 months or more.
- (3) A soldier who has been convicted by a civil court, court-martial or in some instances by a Commanding Officer of an offence involving:
  - (a) Serious dishonesty or violence, or
  - (b) Disgraceful conduct of a cruel, indecent or unnatural kind, or
  - (c) Contravention of any involvement of using a controlled drug, or
  - (d) Terrorist offences, or
  - (e) Racial and sexual harassment or discrimination

but has been awarded a lesser sentence than those mentioned in paragraphs (1) and (2) above may be discharged under this paragraph if the Commanding Officer considers the soldier's discharge to be in the interest of the Service.

Units are to submit applications for a misconduct discharge to their Brigade Headquarters. If the Brigade Commander supports the application he is to send the case on to Defence Headquarters for approval by the CDS. The authority for discharge under this section is the Chief of Defence Staff.

f. Unlikely to become an efficient soldier or Under 6 months service. This section applies to a newly enlisted soldier who, in the opinion of the Commanding Officer (either AFTC or the soldier's parent unit) is unlikely to become an efficient soldier. A soldier can only be discharged under this section if he has completed less than 6 months service from his/her date of enlistment. The authority for discharge under this section is the CO AFPC.

g. Retention undesirable in the interests of the Service.

- (1) This section applies to a soldier whose retention in the Service is considered undesirable on account of:
  - (a) Inefficiency, or
  - (b) Persistent breaches of discipline insufficient to warrant discharge for misconduct under sub-paragraph above, or
  - (c) Persistent drunkenness.

(2) The following procedures are to be taken when discharging a soldier under this section

(a) A soldier whose discharge is under consideration is to be informed by his commanding officer of his shortcomings and warned by him in writing that:

i If his efficiency or conduct does not improve within 3 months his discharge will be applied for, and/or

ii If he persists in committing petty breaches of discipline his immediate discharge will be applied for.

(b) The soldier is to sign the written warning in acknowledgement. A copy of the written warning is at Annex A.

The authority for discharge under this section is the Chief of Defence Staff.

h. Services No Longer Required. This section applies to those soldiers who are unable to accept unrestricted military duties owing to his/her personal and domestic affairs. This section should not be used for soldiers to be discharged due to compassionate, inefficiency, indiscipline, misconduct or medical unfitness. The authority for discharge under this section is the CO AFPC.

i. Compassionate. This section applies to those soldiers who are to be discharged owing to compassionate reasons. Each case will be judged individually on its merits and are to be submitted by the unit to the Defence Headquarters via the Brigade Headquarters. The authority for discharge under this section is the Chief of Defence Staff.

j. Right of a soldier to purchase discharge (Sect 25(1)A of the RSLAF Act 61). This applies to a soldier who wishes to terminate his/her service but has not yet reached the end of his/her engagement. The soldier may apply to his Commanding Officer to purchase his discharge. If the Commanding Officer agrees he is to staff the case up to the AFPC with a justification and also written authority, signed by the soldier, that the purchase price is to be deducted from his next month's salary. A copy of the written authority is at Annex E. The cost for a soldier to purchase his release from the forces is:

Soldiers who have served four full years or less - 100,000 leones

Soldiers who have served more than 4 full years - 40,000 leones

Confirmation of purchase cost should be sought from the AFPC if the unit is unsure.

3. Applications for all discharges are to be initiated by the unit Commanding Officer. An example of a discharge application form is at Annex B.

4. Each application must be accompanied by a comprehensive case file. Approval will not be given if the competent authority considers the case not to be strong enough.

Action once Authority for Discharge is Granted

On confirmation that the application for discharge is authorised the unit is to contact the AFPC, or vice versa, to arrange a convenient date of discharge.

6. The unit is to submit a Character Assessment form to the AFPC as soon as possible. A copy of the form is at Annex C.
7. When submitting the Character Assessment form to the AFPC the unit are to attach 4 passport size photographs of each officer or soldier. These will be required for Pension purposes.
8. All personnel on discharge, except for those under misconduct, are to receive 28 days terminal leave. The date of discharge will be the final day of terminal leave.
9. On receipt of the Character Assessment Form the AFPC will start to complete the Discharge Book. A photo of the officer/soldier will be inserted at the back of the book and impressed with the Unit stamp. The character assessment will be copied into the Discharge Book and on return to the unit it is to be signed by the CO. All other details will be obtained from the soldiers personal file held at the AFPC.
10. The AFPC will then send the book to 34 Fd Hospital requesting that they call forward the soldier for a final release medical. On completion of the medical 34 Fd Hospital are to return the Discharge Book to the AFPC.
11. Once the AFPC are satisfied that the Discharge Book is accurately completed they are to forward it to the officers/soldiers unit. The unit is to acknowledge receipt of the book and issue it to the officer/soldier on his/her last day in the Forces.

#### Unit Discharge Register

12. To keep control of all the discharges happening within the unit the Chief Clerk should operate a Discharge Register. An example of a Unit Discharge Register as at Annex D.
13. You will see from the register that every time a soldier's discharge is initiated his details are entered in the register. This will immediately give us a chronological order of when discharges are applied for.
14. By maintaining this register the Chief Clerk or anyone else in the unit can scrutinise the register and instantly see what outstanding action is required to discharge personnel.

ANNEX A TO  
DISCHARGES  
INSTRUCTION

3 MONTH WARNING CERTIFICATE

This is to certify that I,

(Number)..... (Rank).....

(Name and Initials).....

(Unit).....

Have today been warned reference my:

- a. Inefficiency
- b. Persistent breaches of discipline
- c. Persistent drunkenness

and that if there is no improvement during the next 3 months my immediate discharge will be applied for.

Date..... Signature.....

Date..... Signature.....

Rank .....

Name.....  
Commanding Officer

ANNEX B TO DISCHARGES  
INSTRUCTION

DISCHARGE APPLICATION FORM

Name of Unit.....

Location.....

Reference.....

Date.....

To<sup>(1)</sup>.....

1. Number..... Rank..... Name.....

Forenames.....

2. A discharge application for the above named soldier is forwarded for your approval.  
The reason for discharge is:

<sup>(2)</sup>.....

3. <sup>(3)</sup>Reasons and Recommendations why this discharge is submitted are attached.

<sup>(4)</sup>Signature.....

Name.....

Rank.....

Appointment: COMANDING OFFICER

(To be completed by the next higher formation)

4. I have studied this case and \*APPROVE/DO NOT APPROVE the application for discharge.

Signature.....

Name.....

Rank.....

Appointment.....

(To be completed by the Competent Authority)

The application for discharge is \*AUTHORISED/NOT AUTHORISED. The AFPC  
to ensure all documentation is completed prior to the soldier being discharged.

Signature .....

Name .....

Rank .....

Appointment .....

\* Delete as applicable

NOTES:

- (1) The application is to be forwarded to the next higher formation.
- (2) The section heading as per the Discharge Instruction is to be entered.
- (3) Each application for discharge is to be accompanied by a comprehensive case file consisting of:
  - a. Statements from employing officers/officer commanding
  - b. Medical statements
  - c. Charge reports and conduct sheets
  - d. Civil conviction/Courts Martial certificates
  - e. Welfare reports
  - f. Statements from the officer/soldier concerned
  - g. Any other relevant information
- (4) The application for discharge is to be signed personally by the Commanding Officer



ANNEX E TO DISCHARGE  
INSTRUCTION

EXAMPLE OF A WRITTEN AUTHORITY TO DEDUCT  
THE PURCHASE COST FROM A SOLDIERS SALARY

(Number) ..... (Rank)..... (Name).....

(Unit) .....

I hereby certify that I, the above mentioned subject, wish to purchase my release from the  
Armed Forces and that I wish for the following amount to be deducted from my next monthly  
salary.

.....  
(amount).....

Signature.....

Rank & Name.....

Date.....

Signature.....

Rank & Name .....

Commanding Officer ..... (Unit)

ANNEX D TO DISCHARGES  
INSTRUCTION

EXAMPLE OF A UNIT DISCHARGE REGISTER

*For the purpose of this example we have said that today's date is 20<sup>th</sup> May 01*

Number	Rank	Name	Initials	Type of Discharge	Date application sent	Where application was sent	Date Discharge Authority obtained	Date Character Assessment Form Sent to AFPC	Date of Final Medical at 34 Fd Hosp	Date Received Discharge Book	Date Handover Accm	Date Term Leave Start	Discharge Date
18181717	Sgt	Jones	AB	Transfer to the Reserve	010101	AFPC	250101	030201	080301	200301	170401	010401	280401
17191816	WO2	Smith	WG	Completion of engagement	180201	AFPC	250301	040401	250401	180501		010601	280601
15171918	WO1	Davies	PC	Completion of engagement	180401	AFPC	280401	120501	200501				
18191819	Pte	Murphy	SS	Misconduct	180401	3 Bde	120501	200501					
12191812	Pte	Brown	BG	Retention undesirable in the interests of the service	280401	3 Bde	200501						
13121312	Lepl	Green	YR	Compassionate	190501	3 Bde							

## PROCEDURES FOR DISMISSAL BY SUMMARY DEALING

### General

1. This instruction deals with the dismissal of soldiers by Summary Dealing. It is meant to act as a guide for unit commanders and clerks.
2. An private soldier can be discharged from the RSLAF under the Armed Forces of the Republic of Sierra Leone Act 1961 (as amended) Section 20.
3. The following Annexes lay down the procedures and example forms for the discharge of personnel within the RSLAF:
  - Annex A - Dismissal Flowchart.
  - Annex B - RSLAF 130B
4. The Initiating Officer is to complete parts 1 & 2 of RSLAF Form 130B a copy of which is at Annex B to this Instruction. All supporting evidence to support the Dismissal is to be attached to the 130B.
5. The completed 130B and supporting evidence is forwarded to the reviewing authority immediately after completion of the Commanding Officers award.
6. Part 3 is to be completed by the reviewing authority and the dismissal upheld or details of a lesser punishment entered onto the 130B.
7. On completion by the reviewing authority the 130B and supporting paperwork is then forwarded to Chief Pers/Manning JFC for the award to be noted for manning or disciplinary action.
8. The Chief Pers/Manning will then pass the completed paperwork to the AFPC for Dismissal action to be taken or the relevant disciplinary action to be carried out. In the case of Dismissal the AFPC will calculate a Dismissal date and pass the information to the Bn/Unit via the chain of command.

## Application for the Disciplinary Dismissal of a Soldier

To be submitted as laid down in the Armed Forces Personnel Center Standard Operating Procedure Number 12 (SOP 12).

<b>Part 1 – Soldier's particulars</b>		(All applicable serials must be fully and accurately completed)	
Army no	Rank	Name & Initials	Bn/Unit
Date of Birth	Enlistment Date	TOS	Enlistment date
Career Employment		Specialist Qualifications	
Address of family		Children	
		Sex	Age
Military Conduct			
<b><u>Categories of Military Conduct</u></b>			
To be eligible for:			
<b>Exemplary</b> – no awards of imprisonment or detention, no reduction in rank for disciplinary reasons, no award of dismissal, military or civil fines.			
<b>Very Good</b> – no awards of imprisonment, detention over 14 days, reduction in rank for disciplinary reasons, no awards of dismissal and no more than 2 separate awards of military or civil fines.			
<b>Satisfactory</b> – no awards of imprisonment, detention over 28 days, reduction in rank for disciplinary reasons, no award of dismissal.			
<b>Fair</b> – no awards of imprisonment, detention over 112 days, reduction in rank for disciplinary reasons, no award of dismissal			
<b>Unsatisfactory</b> – all whose military conduct is below fair			

## Part 2 – Initiating Officers Comments

The AF 252 and any evidence relied upon (Witness statements, record of BOI's) and any additional comments are to be made here.

I have awarded a punishment of dismissal under RSI, AF Act 1961 (as amended) section \*80 (3) (b) (ii) where the accused is a soldier/under section 80 (3) (c) (i) if the accused is a cadet.

\* Delete as necessary

Name (BLOCK CAPITALS)

Rank

Signature

Appointment

Date

Unit

Tel Ext

Place

### Part 3 – Reviewing Authority (Comd FTG, Bde Comd)

(To be completed by the Reviewing authority as laid down in RSLAF Act 1961 (As amended))

The dismissal by Summary Dealing of  
has been reviewed:

No.

Rank:

Name:

Where dismissal is quashed, the Reviewing Authority may award such lesser punishment(s) as the Authority thinks proper. The details of such lesser punishment awarded are set out below.

The Dismissal is agreed/quashed (Delete as appropriate)

Comments:

Name (BLOCK CAPITALS)

Rank

Signature

Appointment

Date

Headquarters:

Place:

### Part 4 – Chief Pers/Manning

(To be completed by Chief Pers/Manning)

\*The Dismissal by Summary Dealing has been reviewed by the appropriate authority and \*the discharge has been noted for manning purposes/\*the punishment has been passed for further action as necessary.  
(\* Delete as appropriate)

Name (BLOCK CAPITALS)

Rank

Signature

Appointment

Date

### Part 5 – AFPC Action

(To be completed by EDP Section)

1. Entered in the discipline register

2. Notification of discharge date sent

Name (BLOCK CAPITALS)

Rank

Signature

Appointment

Date

ANNEX A 149  
AFBI 00.1/200-1  
DATED 28 Jun 201

**DISMISSAL OF PRIVATE SOLDIERS FOLLOWING SUMMARY DEALING**

