

REF NUMBER:

This document certifies the undersigned moderator's immediate removal from the Spearhead Industries Moderation Service. This document shall be considered effective upon entry to the SI Document Archive. This document does not relate to the undersigned's removal from Spearhead Industries as a whole, please see the PS-1x series.

MODERATOR DATA	1. Grade		2. Staff ID	
	3. Discord User ID & Username		4. Roblox User ID & Username	
	5. Full Organisation at Removal			
REMOVAL DATA	7. Removal Category		8. Standing	
	9. Reason for Removal			
	10a. Related to Incident Yes ☐ No ☐		10b. Incident Ref No	
	11a. Date Filed	11b. Date Effective	12. Line Manager at Removal	
	13. Authority			
HISTORICAL DATA	14. Sub-organisation History			
	15a. Time Spent in Training		15b. Time Spent on Duty	
	16. Training History (Course Title, duration and date completed)			
	17. Citations			
REMARKS	18. Remarks			
AUTHENTICATION	19a. Grade of Authorising Official		19b. Staff ID and Roblox Username of A.O	
	19c. Full Organisation of Authorising Official			
	20. I certify that the above facts are true to the best of my knowledge. ☐			
	21. Authorising Official Signature			

**INSTRUCTIONS ANNEX
FOR THE MS-3B FORM**

1. USAGE:

- 1.1. The MS-3B form is to be used when removing an individual from the S.I Moderation Service.

2. AUTHENTICATION, APPLICATION & COPIES:

- 2.1. This form is considered 'authenticated' only when all fields are properly filled in, as applicable, by a person authorised to fill in the form.
- 2.2. People authorised to fill in this form in an official capacity is as follows:
- (a) SLT personnel,
 - (b) MS-LT personnel,
 - (c) moderators at, or above the grade of Administrative Officer,
 - (d) any person authorised by the above to act on their behalf (MUST BE NOTED IN 'REMARKS').
- 2.3. The person entering the document into the SI Document archive MUST ensure the authenticity of the A.O.
- 2.4. This form is considered 'applicable' when the form is entered into the SI Document archive, pursuant to the above requirements.
- 2.5. Copies of the form must be sent to, or placed in the following locations:
- (a) the SI Document Archive at "Forms/Moderation-Service/Series-3/Category-B",
 - (b) the SI Document Archive at "Records/Personnel/Staff-ID-<Staff ID>",
 - (c) the effected moderator's line manager,
 - (d) the effected moderator, if requested.
- 2.6. The title of this document should follow the format:
"MS-3B - <Moderator Username> (<Moderator S.ID>) - <Ref ID>"
- 2.7. The document can be entered as either a PDF, JPEG or PNG. If originally filed as a non PDF, it should be converted to PDF format with OCR enabled.
- 2.8. The Instructions Annex does not need to remain attached to the document.

3. NOTES:

- 3.1. This form does not remove an individual from Spearhead Industries as a whole; a separate PS-1B form should be filed.
- 3.2. If the user is an 'external moderator' (a moderator who only works within an external C.M.T), no further forms are required for successful removal.

It is an offence under section 2 of the Fraud Act 2006 to use this form without the proper credentials with the intent to deceive or defraud another person.