

名稱： 替代役役男訓練服勤管理辦法 (民國 92 年 07 月 07 日 修正)

Title: Regulations for Substitute Services Draftees in Training and Duty Services (as amended on July 7, 2003)

第 1 條 本辦法依替代役實施條例第十七條規定訂定之。

Article 1 These Regulations are duly enacted in accordance with Article 17 of the Enforcement Statute for Substitute Services.

第 2 條 替代役役男訓練時間如下：

- 一 軍事基礎訓練：四週至八週。
- 二 專業訓練：二週至十二週。

Article 2 The Substitute Services draftees shall receive training of the following duration:

- 1. Foundational military training: 4~8 weeks.
- 2. Specialized training: 2~12 weeks.

第 3 條 替代役役男受軍事基礎訓練期間，因不符替代役以上體位應予退訓者，其退訓作業由主管機關會同國防部辦理。

Article 3 In the event that a Substitute Services draftee is rejected from the foundational military training due to nonconforming physical status, the rejection operation shall be handled by the competent authorities in concert with the Ministry of National Defense.

第 4 條 因宗教因素服替代役者，由主管機關指定專列梯次徵集至需用機關實施基礎訓練及專業訓練三週至十三週。

Article 4 Where a draftee is in Substitute Services due to religious factors, the competent authorities shall designate the exclusive enlistment phase to the user organization for foundational military training and specialized training for 3~13 weeks.

第 5 條 替代役役男之訓練紀錄，訓練單位應予登錄役籍資料。

Article 5 The training units shall register the Substitute Services draftees' training record into the conscription records.

第 6 條 替代役役男勤務之編組、分配、時間及考核管理，由服勤單位負責。

Article 6 The duty service units shall take responsibilities for organization,

assignment, schedule and performance rating of Substitute Services draftees.

- 第 7 條 替代役役男之勤務工作，應依其專長分配及兼顧勞逸平均。
- Article 7 The duty services of Substitute Services draftees shall be duly assigned on the grounds of their expertise for balanced duty-load as far as possible.
- 第 8 條 替代役役男服勤時所需交通工具由服勤單位提供，必要時，得發給交通費。
- Article 8 The transportation required for Substitute Services draftees shall be provided by the duty service units. Transportation fare may be paid as necessary.
- 第 9 條 替代役役男身分證明，由主管機關規劃製發。
- Article 9 The certificates to verify Substitute Services draftees shall be mapped out and issued by the competent authorities.
- 第 10 條 需用機關依服勤性質製發相關服勤服裝。
替代役役男識別標章由主管機關規劃，需用機關製發。
- Article 10 The user organizations shall produce costumes required on the grounds of attributes of duty services.
The identity badges for Substitute Services draftees shall be mapped out by the competent authorities and produced and provided by the user organizations.
- 第 11 條 替代役役男得由需用機關視業務需要採集中或個別住宿，其宿所應保持內務整潔，按規定起居作息。但因家庭因素服替代役者得採返家住宿。
集中住宿者得實施早晚點名，並得由替代役役男輪值擔任警衛勤務，非經許可不得擅離宿所。
- Article 11 The user organizations may provide lodging to Substitute Services draftees collectively or individually as the actual situation may justify. The Substitute Services draftees shall keep the dorms neat and clean and shall attend daily activities regularly as required. Draftees may lodge at home at night if serving Substitute Services for family factors. Substitute Services draftees in collective lodging shall attend roll-call in the morning and evening and shall stay on-duty by turns and shall not leave the dorms unless permitted.

第 12 條 服勤單位對於替代役役男晚餐至就寢前之活動,得考量單位特性妥善規劃運用。

Article 12 The duty service units may arrange activities for Substitute Services draftees during the period after supper till bedtime in line of attributes of the units as appropriate.

第 13 條 替代役役男,凡品德優良、具領導管理能力、無違反社會秩序維護法及刑案紀錄,並合於下列情形之一者,得遴選為替代役役男管理幹部:

- 一 符合需用機關所需專長者。
- 二 接受軍事基礎訓練及專業訓練各項成績優異者。
- 三 經服勤單位考核成績優異者。

Article 13 Substitute Services draftees may be selected to join the management staff if superior in behavior, with leadership competence, free of negative records against social order or criminal code and meeting any of the following:

1. Living up to the expertise need of the user organization.
2. Remarkable in the foundational military training and specialized training.
3. Remarkable in performance as rated by the duty service unit.

第 14 條 替代役役男管理幹部對所屬應嚴禁體罰凌虐;另對新進人員務使其能適應新環境,並嚴禁欺侮新進人員。

Article 14 The management staff are strictly banned from corporal punishment and maltreatment toward subordinates or bullying newcomers but shall help newcomers orient themselves to environments instead.

第 15 條 服勤單位每半年應對所屬替代役役男,就學識、才能、品德及績效等方面予以考核,資料隨役籍移轉。

Article 15 The duty service units shall rate Substitute Services draftees in their academic level, talents, conduct and performance every six (6) months and shall transfer such data along with the conscription files.

第 16 條 服勤單位應按月造具替代役役男違反紀律狀況月報表,由需用機關彙整函送主管機關。

Article 16 The duty service units shall work out monthly reports about Substitute Services draftees' violation of disciplines on a monthly basis. The user

organizations shall assemble such data to the competent authorities.

第 17 條 替代役役男無故離去職役已逾三日者，其訓練或服勤單位應發出離役通報，並請警察機關協尋，累計逾七日者，函請司法機關偵辦，並副知需用機關。

Article 17 The training or duty service units shall issue circulars and request police authority to help search if a Substitute Services draftee records “absence without leave” (AWOL) for up to three (3) days and shall petition to the judicial authorities in writing for prosecution and serve a duplicate copy to the user organization if he is up to seven (7) days in AWOL.

第 18 條 本辦法所需之各種書表冊格式，由主管機關定之。

Article 18 The documents and formats required under the Regulations shall be established by the competent authorities.

第 19 條 本辦法自替代役實施條例施行之日施行。
本辦法修正條文自發布日施行。

Article 19 These Regulations come into enforcement on the same day when the Enforcement Statute for Substitute Services is enforced.
The amended regulations come into enforcement on the date of promulgation.