## [Date of Service]

MEMORANDUM FOR [RANK FIRST M. LAST]

FROM: Organization/Office Symbol [Issuer’s organization and office symbol]

SUBJECT: Letter of [Counseling/Admonition/Reprimand]

1. Information has disclosed [the basis for the action, including what the member did or failed to do, citing specific incident(s) and their date(s)].

2. You are hereby [counseled/admonished/reprimanded]! [Discuss the impact of what the member did or failed to do]. [What improvement is expected]. Your conduct is unacceptable and further deviation may result in more severe action.

3. The following information required by the Privacy Act is provided for your information. AUTHORITY: 10 USC § 9013. PURPOSE: To obtain any comments or documents you desire to submit (on a voluntary basis) for consideration concerning this action. ROUTINE USES: Provides you an opportunity to submit comments or documents for consideration. If provided, the response you submit becomes a part of the record. DISCLOSURE: Your written acknowledgment of receipt and signature are mandatory. Any other comments or documents you provide are voluntary.

4. [For Regular Air Force, Active Guard and Reserve, Air Reserve Component Statutory Tour members. or Air National Guard members in Title 10 status (officer and enlisted)]: You will acknowledge receipt of this Letter of [Counseling/Admonishment/Reprimand] immediately by signing the first indorsement. Within 3 duty days from the day you received this letter, you will provide your response by signing the second indorsement below. Any comments or documents you wish to be considered concerning this letter must be submitted at that time, and will become part of the record, consistent with AFI 36-2907, Adverse Administrative Actions, paragraph 2.4.2.5. After receiving your response, I intend to notify you of my final disposition of this action within 3 duty days.

5. [For Air Reserve Component members not in a duty status]: You will acknowledge receipt of this Letter of [Counseling/Admonishment/Reprimand] immediately by signing the first indorsement. Within 45 calendar days from the day you received this letter, you will provide your response by signing the second indorsement below. Any comments or documents you wish to be considered concerning this letter must be submitted at that time, and will become part of the record, consistent with AFI 36-2907, Adverse Administrative Actions, paragraph 2.4.2.5. After receiving your response, you will be notified of my final decision regarding any comments submitted by you within 45 calendar days.

6. [For officer Letters of Reprimand]: If this Letter of Reprimand is sustained, it will be placed in an UIF. Submit any comments or documents you wish to be considered concerning the UIF when you respond to the Letter of Reprimand.

Signature  
 Issuer’s Duty Title, Organization

[Attachment(s):

Enumerated documents as appropriate]

1st Ind to Organization/Office Symbol [of issuer], date, Letter of [Counseling/Admonishment/Reprimand]

Recipient’s Rank First M. Last Date

MEMORANDUM FOR Organization/Office Symbol [Issuer’s organization and office symbol]

I acknowledge receipt and understanding of this letter on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_ hours. I understand that I have [3 duty days][45 calendar days] from the date I received this letter to provide a response and that I must include in my response any comments or documents I wish to be considered concerning this Letter of [Counseling/Admonishment/ Reprimand].

Signature

Letter Recipient

2nd Ind, Recipient’s Rank First M. Last Date

MEMORANDUM FOR Organization/Office Symbol [Issuer’s organization and office symbol]

I have reviewed the allegations contained in this Letter of [Counseling/Admonishment/

Reprimand]. (I am submitting the attached documents in response) (I hereby waive my right to respond).

Signature

Letter Recipient

3d Ind, Organization/Office Symbol [Issuer’s organization and office symbol] Date

MEMORANDUM FOR RECIPIENT RANK FIRST M. LAST

(I have considered the response you submitted on \_\_\_\_\_\_\_\_\_\_\_\_.) (You waived your right to submit a response to this action). I have decided to [withdraw the Letter of [Counseling/Admonishment/Reprimand] [sustain the Letter of Counseling/Admonishment/Reprimand] [reduce the action to a Letter of Admonishment/Counseling]. [For officers only: This Letter of Reprimand will be placed into an UIF.] [For officers only: Issuing authority should forward the Letter of Reprimand to the officer’s senior rater who will determine whether to file the Letter of Reprimand in the member’s Officer Selection Record. If done so, member gets three duty days to provide information for the senior rater to consider.]

Signature

Issuing Authority’s Duty Title, Organization

4th Ind to Organization/Office Symbol [of issuer], date, Letter of [Counseling/Admonishment/Reprimand]

Recipient’s Rank First M. Last Date

MEMORANDUM FOR Organization/Office Symbol [Issuer’s organization and office symbol]

I acknowledge receipt of the final decision regarding disposition of this Letter of [Counseling/Admonishment/Reprimand] on \_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_ hours.

Signature

Letter Recipient

5th Ind to 62 AW/JA, date, Letter of [Counseling/Admonishment/Reprimand]

Commander’s Rank First M. Last Date

MEMORANDUM FOR 62 AW/JA

I reviewed the finalized Letter of [Counseling/Admonishment/Reprimand] and required demographic information in accordance with AFI 36-2907, Chapter 5, and routed such information via the Service Member Adverse Actions Reporting Tool (SMAART) to 62 AW/JA within 5 duty days.

Signature

Issuer’s Commander

Note: The 1st Indorsement (Ind) is dated the same day the member receives the letter; the 2d Ind is dated within 3 duty days (or 45 calendar days for Air Reserve Component members not in a duty status); the 3d Ind should be dated within 3 duty days (or 45 calendar days for ARC) of the 2d Ind. The 5th Ind should be dated within 5 duty days (or 45 calendar days for ARC) of receipt of the final action from the issuer. The issuer should route the finalized record and supporting documentation to the immediate commander of the person issuing the administrative action within 3 duty days of the member’s acknowledgment of the finalized administrative action. When the first indorsement occurs on any page other than the letterhead page, it must include the citation line for the letter. In this example, the 1st Ind is the first indorsement to occur on a new page. The citation line for the indorsement memorandum consists of the indorsement number followed by the Organization/Office Symbol, SUBJECT, and date of the original memorandum. The citation line ends with the indorsement date: for administrative actions