**Area Defense Counsel**

**Fact Sheet Template**

**For**

 **LOCs, LOAs, and LORs**

**INTRODUCTION**

1. This handout is designed to give you some basic information about your rights with respect to various administrative personnel actions, including Records of Individual Counseling (RICs), Letters of Counseling (LOCs), Letters of Admonishment (LOAs), and Letters of Reprimand (LORs). This office will assist you in the preparation of your response if you desire to submit one.

**What is a LOC, LOA, and LOR?**

2. LORs, LOAs, LOCs, and RICs are administrative disciplinary measures available to commanders and supervisors under AFI 36-2907. These actions are intended to improve, correct, and instruct subordinates who depart from standards of performance, conduct, bearing, and integrity on or off duty. Any commander, supervisor or person in authority can take these actions. Although counseling can be written or verbal, LORs and LOAs are written. RICs and LOCs are the least severe forms of counseling followed by LOAs and LORs.

* A Record of Individual Counseling (RIC) is a counseling session used to record minor counseling sessions on an AF IMT 174. A Letter of Counseling (LOC) is a documented written counseling. Supervisors and First Sergeants may recommend the commander file negative or unfavorable RICs or LOCs in the Unfavorable Information File (UIF).
* LOAs are more severe than a LOC/RIC but less severe than an LOR.
* LORs are more severe than a LOC or LOA, but keep in mind LORs are still less severe than Article 15s. Commanders may elect to file a LOR in a UIF for enlisted personnel.

**Contents of a LOC, LOA, or LOR**

3. If in writing, these letters state:

 - What you did or failed to do, citing specific incidents and dates;

 - What improvement is expected;

 - That further deviation may result in more severe action;

 - That you have 3 duty days to submit rebuttal documents for consideration by the initiator.

LOCs, LOAs, and LORs **will** include and list as attachments relevant statements, portions of investigations, reports, and other documents that serve as the basis for the letter. The issuer of a LOC/LOA/LOR is not required to create statements or other documentary evidence that does not otherwise exist, but if that evidence does exist, it should be attached. If this does not happen, please let us know and we can make sure the issuer complies with AFI 36-2907, para. 2.4.2.6.

**If you get a LOC, LOA, LOR**

4. You have three duty days from the day you receive the action to respond. This is your chance to document your side of the story. Your response will stay with the LOR/LOA/LOC. If you do not believe you did anything wrong, explain why without making excuses. If you did do something wrong and wish to take responsibility, you can do so and apologize. If there are facts that lessen the seriousness of what you did, provide that information. You can follow the sample format provided at the end of this handout. You can also attach supporting documents.

**What Happens to LORs and LOAs?**

5. They may be placed in your PIF or a UIF, an official record of unfavorable information, for a period of one year under AFI 36-2907 at the discretion of your commander. If, after reading your response, the person giving the LOR/LOA/LOC determines you did nothing wrong, they can withdraw the letter and it will not be kept in your record. Unless placed in an UIF, the paperwork will generally be kept until you PCS. It can be taken out earlier by the individual who issued it or a higher authority.

**Can I Appeal an LOC, LOA, or LOR?**

6. There is technically no appeal for a LOC, LOA, or LOR. The only way it can be "thrown out" is if the commander has reconsidered the action. The Inspector General or Equal Opportunity Office may be able to help you if you feel there has been discrimination involved or if you believe the action taken was grossly unfair.

**Long-term Effects**

7. A LOR/LOA/LOC/RIC by itself will not keep you from PCSing, reenlisting, WAPS testing, etc. You will not lose a stripe, forfeit pay, or be punished through this paperwork; however, the misconduct that formed the basis for the paperwork can be commented on in your EPR, leading to a referral EPR. Continued misconduct could lead to involuntary administrative discharge.

8. If you desire to request additional information about LOCs, LOAs, or LORs, contact our office and we will be happy to assist you.

SAMPLE LOR/LOA/LOC RESPONSE

1 September 2022

MEMORANDUM FOR (whoever served the LOR/LOC/LOA) (All CAPS)

FROM: RANK AND NAME

SUBJECT: Response to Letter of Reprimand

1. I ask that you consider the following response when making your final decision whether to maintain or withdraw this LOR against me.

2. (The facts) On (date), at (location) I was doing (what). If anyone else was involved explain how. Explain why you acted as you did in this instance. Other factors you want the commander to know.

3. If you believe you are innocent, explain why.

OR

3. If you desire to take responsibility for the alleged violation, do so simply, for example: I take responsibility for my actions and I am sorry. I have learned from this experience. I apologize to you, Sir/Ma’am, and to the unit.

4. If the LOR contains language concerning a UIF, explain to the CC why you believe the information is not serious enough to be placed in a UIF and that you have learned your lesson.

5. Duty Performance--summarize your contributions to the unit and to the Air Force. Attach any awards, outstanding evaluations, or character statements. “Please take my background and duty performance into consideration.” Schools completed, upgrade training completed. Special honors received. Letters of appreciation/commendations. EPR/OPR ratings. Comments from co-workers and supervisors.

6. Thank you for your time and consideration.

 NAME, RANK, USAF