



DEPARTMENT OF THE AIR FORCE  
DETACHMENT 025  
ARIZONA STATE UNIVERSITY

29 May 2007

MEMORANDUM FOR <<Member's Grade, Name>>

FROM: <<Issuer's Office Symbol>>

SUBJECT: Letter of <<Counseling>><<Reprimand>>

References: (a)<<as required>>

1. On <<Insert Date>> <<describe what the member did or failed to do, citing specific incidents and dates, and, if possible, with UCMJ articles>>.
2. You are hereby <<counseled>><<reprimanded>>. <<Tailor the language in this paragraph to discuss the impact of what the member did or failed to do and what improvement is expected>>. Your conduct is unacceptable and any future misconduct may result in more severe action.
3. The following information required by the Privacy Act is provided for your information. AUTHORITY: 10 U.S.C. § 8013. 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 comments and documents you submit become a part of the action. DISCLOSURE: Your written acknowledgement of receipt and signature are mandatory. Any other comments or documents you provide are voluntary.
4. You will acknowledge receipt of this letter immediately by signing the acknowledgement below. Within three (3) duty days from the day you received this letter, you will sign the 1<sup>st</sup> Ind below. Any comments or documents you wish to be considered concerning this letter must be submitted at that time.

<<NAME, Rank>>, USAF  
<<Position of Person Issuing Letter>>

I acknowledge receipt and understanding of this letter on \_\_\_\_\_. I understand that I have three (3) duty days from the date of 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.

<<MEMBER'S NAME, Rank>>, USAF

1st Ind, <<Member's Rank, Name>>

Date: \_\_\_\_\_

MEMORANDUM FOR <<Issuer's Office Symbol>>

I have reviewed the allegations contained in this letter. (I am submitting the attached documents in response) (I hereby waive my right to respond) <<Choose one>>.

<<MEMBER'S NAME, Rank>>, USAF

2nd Ind, <<Issuer's Office Symbol>>

Date: \_\_\_\_\_

I have considered the response you submitted on \_\_\_\_\_. (The letter of <<counseling>><<reprimand>> remains in effect) (I have decided to withdraw the letter of <<counseling>><<reprimand>>) <<Choose one>>.

<<NAME, Rank>>, USAF  
<<Position of Person Issuing Letter>>

3rd Ind, <<Member's Rank, Name>>

Date: \_\_\_\_\_

I have been informed that this <<LOC>><<LOR>> is to remain in effect and am aware that it will be maintained in my Personnel Information File (PIF)

<<MEMBER'S NAME, Rank>>, USAF