[DATE]

MEMORANDUM FOR [RANK FIRST M. LAST]

FROM: 123 SQD/SYM [Issuer’s organization and office symbol]

SUBJECT: Letter of [Reprimand]

1. Investigation has disclosed that [briefly describe what the member did and/or failed to do, citing the specific incident(s) and date(s)].

2. You are hereby [reprimanded]! [Briefly 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. 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.

(Issuer) FIRST MI LAST, Rank, USAF

Duty Title

Attachment(s):

[Enumerated documents as appropriate]

1st Ind to 123 SQD/SYM [Issuer], (Date of Letter), Letter of [Reprimand]

(Recipient) RANK FIRST M. LAST (Date of Letter)

MEMORANDUM FOR 123 SQD/SYM [Issuer]

I acknowledge receipt and understanding of this letter on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_ hours. I understand that I have 3 duty 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 [Reprimand].

(Recipient) Signature Block

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

MEMORANDUM FOR 123 SQD/SYM [Issuer]

I have reviewed the allegations contained in this Letter of [Reprimand]. (I am submitting the attached documents in response) (I hereby waive my right to respond).

(Recipient) Signature Block

3d Ind, 123 SQD/SYM [issuer] 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 [Reprimand] [sustain the Letter of Reprimand] [reduce the action to a Letter of [Admonishment/Counseling].

(Issuer) FIRST MI LAST, Rank, USAF

Duty Title

4th Ind to 123 SQD/SYM [issuer], (Date of Letter), Letter of [Reprimand]

(Recipient) RANK FIRST M. LAST Date:

MEMORANDUM FOR 123 SQD/SYM [Issuer]

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

(Recipient) Signature Block

**NOTE: The entire letter with indorsements should fit on two pages, but use a third page if necessary. Do not separate signature lines from indorsements]**

**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) of the 2d Ind. 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 this should be the same as the Letter of Reprimand date.**