Letter of Reprimand, Admonishment, and Counseling Fact Sheet



**Area Defense Counsel**

**Spangdahlem Air Base, Germany**

**1. Intoduction:** The purpose of this letter is to explain the nature and purpose of a formal Letter of Counseling (LOC), Letter of Admonishment (LOA), and Letter of Reprimand (LOR), as well as your right to rebut the allegation(s) made against you.

**2. WHAT IS A LOC, LOA, or LOR?** LOCs, LOAs, and LORs are administrative disciplinary measures available to Commanders and Supervisors under AFI 36-2907. They are solely administrative actions and are not evidence of guilt of any particular offense. They are designed to improve, correct and instruct subordinates who depart from standards of performance, conduct, bearing and integrity, either on or off duty, and whose actions degrade the individual and unit’s mission. They can be verbal or in writing. A reprimand is more severe than an admonishment and indicates a higher degree of official censure. An LOC is less severe than both and LOA and an LOR. An LOC is also known as a Record of Individual Counseling when it is put on an official AF IMT 174. If in writing, these letters must 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 respond, and that all supporting documents you submit will become part of the record.

**3. WHAT HAPPENS TO AN LOC, LOA, & LOR?** They may be placed in an Unfavorable Information File (UIF), for a period of one year for enlisted members and two years for officers under AFI 36-2907. For officers, LORs are required to be filed in the UIF. If a person other than the unit commander issues an Officer a LOR, it will be required to be sent to the unit commander for acknowledgement and endorsement via AF Form 1058 and establish and file in an UIF.

**4. WHO CAN GIVE AN LOC, LOA, OR LOR?** Any commander or supervisor can give an LOC/LOA/LOR. However, only your unit commander or higher-level commander may determine whether any LOC/LOA/LOR will be placed in an Unfavorable Information File (UIF).

**5. WHAT CAN AN LOC/LOA/LOR BE GIVEN FOR?**  Simply stated, just about anything. An LOC/LOA/LOR need not state an offense under the Uniform Code of Military Justice (UCMJ). This means that a case of "poor judgment" on your part could form the basis for a counseling, admonishment, or reprimand. Even though an offense punishable under the UCMJ has been committed, a first offense might be handled administratively through an LOC, LOA, or LOR.

**6. WHAT ARE MY RIGHTS?** If your commander is going to have the LOC/LOA/LOR placed in your UIF, he must advise you of this. He must also allow you to rebut or address the allegations in the LOC/LOA/LOR within 3 duty days. Include a brief but thorough explanation of the incident and attach any supporting documents you have. We recommend that you seriously consider responding to the LOC/LOA/LOR, even if you committed the act alleged, if you have any extenuating or mitigating information to provide to the commander about the incident. Although it may not be enough for the LOC/LOA/LOR to go away, your statement will be attached to the original LOC/LOA/LOR if it is placed into your UIF, and this may be helpful to you when other people review your UIF. We also recommend that you keep a copy of the LOC/LOA/LOR and your response, since the responses can be helpful later for a number of different reasons.

**7. CAN I APPEAL AN LOC/LOA/LOR?** There is technically no appeal for a LOC/LOA/LOR. The only way it can be "thrown out" is for the commander to reconsider the action. The Inspector General or Equal Opportunity Office may be able to help you if you feel there has been unlawful discrimination involved or if you feel the action to be grossly unfair.

**8. HOW SERIOUS IS AN LOC/LOA/LOR?** Obviously, it is not something to be taken lightly; however, it is administrative in nature and will not remain in your records permanently. If you are an officer, the repercussions will be more serious. Commanders are required to review UIFs periodically and the presence of reprimands or other unfavorable entries may have adverse consequences for assignments, promotions, special duties, and so forth. If you have received several of these actions, this alone could be a basis for your involuntary separation from the Air Force with a less than Honorable discharge.

9. This fact sheet was intended to give you information regarding LOC/LOA/LORs and what steps you can take to rebut these actions. If you should have any further questions, you should review AFI 36-2907. If you still have further questions, please schedule an appointment with the Area Defense Counsel at DSN 314-452-6607.

 **SAMPLE LOR/LOA/LOC RESPONSE**

Date

MEMORANDUM FOR (PERSON WHO ISSUED YOU LOC/LOA/LOR)

FROM: (YOUR RANK AND NAME)

SUBJECT: Response to (Letter of Counseling, Letter of Admonishment, Letter of Reprimand)

1. (Facts and circumstances surrounding the incident--what happened, how it happened, why it happened. Discuss all the relevant facts and be as detailed as possible).

2. Explanation of your guilt or innocence--if you're guilty, explain why you did it and apologize for your mistake. Also explain what you can do to resolve the behavior so it does not happen in the future. If you're innocent, explain why there's a misunderstanding.

3. Duty performance--summarize your contributions to the unit and the Air Force. If you've received any awards or outstanding evaluations, discuss and attach them for the commander's review. If you have any character statements from fellow employees or supervisors, attach them also. Review you PIF and personal files for any positive information and include it.

4. Thank you for your time and consideration given to my response. If you decide to file the action in my personnel files, I just I ask that my response be filed along with the LOR.

 FULL NAME, Rank, USAF

Attachments: (if any)

1.

2.