

**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING
COMMAND**



**DEPARTMENT OF THE AIR FORCE
INSTRUCTION 36-2907**

**AIR EDUCATION AND TRAINING
COMMAND
Supplement
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Personnel

**ADVERSE ADMINISTRATIVE
ACTIONS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication supplements Department of Air Force Instruction (DAFI) 36-2907, *Adverse Administrative Actions*. It establishes instruction for the management of Unfavorable Information File (UIF) programs, Control Rosters, Letters of Reprimand (LOR), Letters of Admonishment (LOA), and Letters of Counseling (LOC). This instruction applies to uniformed members of the United States Space Force (USSF), the Regular Air Force (RegAF), the Air Force Reserve (AFR), the Air National Guard (ANG) on Title 10 orders, and the Civil Air Patrol Reserve Assistance Program, permanently or temporarily assigned to Air Education and Training Command (AETC). ANG personnel on Title 32 status must utilize the following guidance unless otherwise directed by state law. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the OPR listed above using the Department of the Air Force (DAF) Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See Department of the Air Force Manual (DAFMAN) 90-

161, *Publishing and Procedures*, for a description of the authorities associated with the tier numbers. Submit requests for waivers through the chain of command to the AETC Military Personnel Programs and Recognitions (HQ AETC/A1KK) office for all compliance items listed in this document. Waivers must be approved in accordance with guidance in DAFI 36-2907. Submit exception to policy (ETP) requests on a memorandum through the chain of command to HQ AETC/A1KK. Wing commanders may further supplement this instruction as directed. Proposed supplements to this publication will be forwarded to the HQ AETC/A1KK office for review and approval prior to publication. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Department of the Air Force.

1.1.7. LOCs, LOAs, and LORs are subject to the rules of access, protection, and disclosure outlined in The Privacy Act of 1974. **(T-0)** The same rules apply to copies kept by supervisors and commanders and those filed in an individual's UIF or the unit's personnel information file (PIF) on the particular member. **(T-0)** All written adverse actions will be filed in an individual's UIF or the unit's Personnel Information File (PIF) on the particular member. In accordance with DAFI 36-2608, *Military Personnel Records Systems*, Chapter 3, unit commanders are solely responsible for reviewing all adverse actions and for the creation and maintenance of PIFs.

1.3.6.11. **(Added)** Establish PIFs for all members of the command who received a written adverse action not filed in the member's UIF within 14 days of final action. Only administrative actions filed in the UIF or PIF as a matter of record shall be used to support further progressive discipline such as nonjudicial punishment, administrative demotions, or discharges.

1.3.7.6. Maintain unit PIF for all service members who received a written adverse action not filed in the individual's UIF.

2.1. Use of Administrative Counselings, Admonishments, and Reprimands. When the administrative commander is not the one issuing the administrative action, the finalized record will be sent to the administrative commander for review and inclusion in the UIF or PIF. **(T-2)**

2.3.2. Record of Individual Counseling (RIC). The DAF Form 174, *Record of Individual Counseling*, is used either to record a verbal counseling session or as written counseling. It is used to document a record of positive or negative counseling and is useful when completing performance evaluations. It is the least severe form of written administrative actions. If not filed in the UIF, a RIC documenting an adverse action must be filed in the individual's PIF. **(T-2)**

2.3.3. Letter of Counseling (LOC). Administrative censure for violation of standards. The intended outcome of an LOC is to help Airmen and Guardians use good judgment, assume responsibility, understand and maintain standards, and face and solve problems. Generally, this is a form of corrective action appropriate for correcting habits or shortcomings not necessarily criminal or illegal, but which can ultimately affect job performance, work center morale, and discipline. If not filed in the UIF, an LOC must be filed in the individual's PIF. **(T-2)**

2.3.4. Letter of Admonishment (LOA). Administrative censure for violation of standards which is more severe than a RIC and LOC. It could be used to document a first offense or address behaviors not corrected through counseling. Do not use an LOA when a reprimand is more appropriate. If not filed in the UIF, an LOA must be filed in the individual's PIF. **(T-2)**

2.3.5.3. **(Added)** For enlisted only: If not filed in the UIF, an LOR must be filed in the individual's PIF. **(T-2)**

2.4.1. For enlisted Airmen and Guardians: Issuing authorities, especially first-time supervisors, will seek assistance from the supervisory chain, senior enlisted leader, first sergeant, and/or legal office prior to administering RICs, LOCs, LOAs, or LORs to the member.

2.4.2.5. The member's written response will become part of the record. **(T-0)** The member's written response will also be filed in the member's UIF or PIF. **(T-2)**

2.4.5.1. The RIC, LOC, LOA, LOR issuing authority must send the finalized record for file in the UIF or PIF within 14 days of final action. **(T-2)** The unit commander may delegate the PIF approval authority for enlisted actions to the superintendent or first sergeant. After consulting with the Staff Judge Advocate (SJA) or the SJA's designee, the approval authority may file the action, deny the action, or return the action to the supervisor for further processing. For officers, adverse information must be placed in the Officer Selection Record (OSR) in accordance with paragraph 1.2 and Attachment 8. **(T-0)** When forwarding the action to the member's commander, include all attachments and evidence; the member's written acknowledgment and any documents submitted by the member; however, as provided in paragraph 2.4.4, only the original action and the member's and/or member's defense counsel's written response will become part of the record. **(T-2)** For officers, LORs must be filed in the UIF, and any RICs, LOCs, or LOAs not filed in the UIF must be filed in the officer's PIF. **(T-2)** LOCs related to a substantiated finding or conclusion from an officially documented investigation or inquiry, LOAs, and LORs, must be filed in the officer's Master Personnel Record Group and OSR in accordance with paragraph 1.2 and Attachment 8. **(T-0)**

PAUL E. SWENSON, Colonel, USAF
Director, Manpower, Personnel & Services

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DAFI 36-2608, *Military Personnel Records Systems*, 16 April 2021

DAFI 36-2907, *Adverse Administrative Actions*, 14 October 2022

DAFMAN 90-161, *Publishing Processes and Procedures*, 15 April 2022

AFI 33-322, *Records Management and Information Governance Program*, 28 July 2021

Prescribed Forms

None

Adopted Forms

DAF Form 174, *Record of Individual Counseling*

DAF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AETC—Air Education and Training Command

AFI—Air Force Instruction

AFR—Air Force Reserve

ANG—Air National Guard

DAF—Department of the Air Force

DAFI—Department of the Air Force Instruction

DAFMAN—Department of the Air Force Manual

ETP—Exception to Policy

LOA—Letter of Admonishment

LOC—Letter of Counseling

LOR—Letter of Reprimand

OPR—Office of Primary Responsibility

OSR—Officer Selection Record

PIF—Personnel Information File

RegAF—Regular Air Force

RIC—Record of Individual Counseling

SJA—Staff Judge Advocate

UIF—Unfavorable Information File

USSF—United States Space Force

Office Symbols

AETC/A1KK—Air Education and Training Command Military Personnel Programs