

AREA DEFENSE COUNSEL DYESS AIR FORCE BASE



ADMINISTRATIVE ACTION HANDOUT

Letters of Counseling (LOC), Letters of Admonishment (LOR), and Letters of Reprimand (LOR) are quality force management tools available to commanders, supervisors, and other persons in authority. These tools are intended to improve, correct, and instruct subordinates who depart from standards of performance, conduct, bearing, and integrity, whether on or off duty, on or off base. An admonition is more severe than a counseling. A reprimand is more severe than a counseling or admonition and carries a stronger degree of official censure.

Responding to the Action. You will be asked to sign an LOC/LOA/LOR simply to acknowledge having received a copy. **You are not admitting that the contents are true or complete.** If you disagree with the facts alleged in the document, you should present a written statement to your commander within three duty days. Supporting information or statements from witnesses disproving the allegations can also be attached to your written statement. If you respond, your commander must then advise you in writing within three duty days from your response of his or her final decision, e.g., whether to rescind the LOC/LOA/LOR and/or whether to file the document in a UIF. Any documents you file in response become part of the official LOC/LOA/LOR record, all of which is subject to the disclosure rules of the Privacy Act of 1974.

Unfavorable/Personnel Information Files (UIF/PIF). For enlisted personnel, your commander has the option of filing an LOC/LOA/LOR in a UIF. For officers, your commander must place an LOR in your UIF, and has the option of filing an LOC/LOA in your UIF, but must file an LOC/LOA in your PIF if not in your UIF. See the charge below for a breakdown of the filing options.

Letters Issued to Enlisted	Type of Letter	Record Keeping
	LOC	May place in PIF or UIF
	LOA	
	LOR	
Letters Issued to Officers	Type of Letter	Record Keeping
	LOC	May place in UIF; if not, must place in PIF
	LOA	
	LOR	Must place in UIF

Removal from UIF/PIF. For enlisted personnel, an LOC/LOA/LOR is normally maintained in a UIF for up to one year. Early removal by your commander may occur if clearly warranted. For officers, an LOC/LOA/LOR remains in a UIF for up to two years, and only the wing commander or issuing authority (whichever is higher in rank) may remove it early. If a LOC or LOA is not filed in the officer's UIF, it is filed in his or her PIF and remains there until you PCS.

Promotion Selections Records. Your commander has the option of placing your LOC/LOA/LOR in your promotion selection record if you are a senior NCO or officer. For senior enlisted, the document generally remains in your selection record for two years or until you meet the next senior NCO evaluation board. For officers, the document generally remains in your selection record until you meet one in the promotion zone (IPZ) or above the promotion zone (APZ) promotion board.

No Appeal Right. There is no right to appeal a commander's decision to administer an LOC/LOA/LOR or to place the document in a UIF. The only way it can be "thrown out" is for the commander to reconsider and withdraw or rescind the action. The Inspector General (IG) or Military Equal Opportunity (MEO) may be able to help you if you feel the action was motivated by discrimination or if you feel the action is unfair. However, keep in mind that unless your case has strong substantiation, the IG and MEO are unlikely to advise your commander to withdraw action.

Consult with your ADC. The Area Defense Counsel's office is available to assist you in preparing a rebuttal statement to an LOC/LOA/LOR. Given that two or more such documents could form the basis of an involuntary discharge proceeding and since the simple existence of a UIF can impact a future PCS, reenlistment, selection for special duty assignments, etc., please have the ADC review your response prior to submitting it to your commander.