



DISCIPLINE AND ADVERSE ACTIONS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 36-704, *Discipline and Adverse Actions*, 22 Jul 1994, is supplemented as follows: The OPR for this supplement is 62 MSS/DPCE (Mr. Kanter).

SUMMARY OF REVISIONS

Only publication administrative format changes have been updated within this supplement. This supplement does not contain any new information.

4.6. Prepare notices of proposed action and final decision will be prepared in an original and four copies (original and one copy to employee, one copy to organization's file, and two copies to 62 MSS/DPCE).

5.2.1. The following are designated to take final decision action on disciplinary or adverse indicted based on performance or conduct.

5.2.1.1. (Added) First-level supervisors (excluding working leaders and working supervisors) – official reprimands.

5.2.1.2. (Added) Second-level supervisors and higher levels of management – all appropriate actions except decisions to remove which cannot be made below organizational commander level.

6.1. Reviews and coordinates on one of the copies forwarded to the 62d Mission Support Squadron, Civilian Personnel Office Employee Management Relations Section (62 MSS/DPCE). An endorsement by the Civilian Personnel Office will reflect the action is procedurally correct and appropriated on merit.

19.1. When personal delivery is made, the person delivering the notice will ask the employee for written acknowledgement and date of receipt of the notice. Employees will be advised that signature does not indicate agreement with the notice content, but only receipt of the notice. If the employee refused to sign, the person delivering the notice will so indicate and will sign and annotate the place, date and time of deliver.

19.2. When delivery is made by mail, two mailings should be made, regular mail and certified, return receipt requested. A statement as to when each mailing was made will be annotated on the delivery notice.

ROBERT R. ALLARDICE, Colonel, USAF
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