

**BY ORDER OF THE COMMANDER
AIR FORCE RESERVE COMMAND**



AIR FORCE INSTRUCTION 36-704

**AIR FORCE RESERVE COMMAND
Supplement 1**

14 May 1996

Civilian Personnel

DISCIPLINE AND ADVERSE ACTIONS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: HQ AFRC/DPCE (Mary Lou New)
Supersedes AFR 40-750, 23 Jul 82, and AFR
40-750/AFRES Sup 1, 30 Nov 87.

Certified by: HQ AFRC/DP (Col Craig A. Linberg)
Pages: 2
Distribution: F

This supplement implements and extends the guidance of Air Force Instruction (AFI) 36-704, 22 July 1994. The AFI is printed word-for-word without editorial review. Air Force Reserve supplementary material is indicated by "(AFRC)" in boldface type. This supplement describes Air Force Reserve procedures to be used in conjunction with the basic instruction. Upon receipt of this integrated supplement discard the Air Force basic.

SUMMARY OF REVISIONS

This revision incorporates the procedures formerly in AFR 40-750/AFRES Sup 1, 30 November 1987, and aligns our supplement with current instructions within AFI 36-704.

4.5. (Added) Upon completion of an adverse action, AFRC CPOs submit to HQ AFRC/DPCE one copy of the notice of proposed action, any reply the employee may have made, including summaries of oral replies, the notice of final decision, and any supporting material. Non-AFRC CPOs forward the same material regarding adverse actions against Air Reserve Technicians (ART) to HQ AFRC/DPCE.

4.6. Second-level supervisors review, coordinate on, and concur in notices of final decision before delivery to the employee.

6.2. Before delivery (AFRC CPOs only) to employee, forward notices of final decision, along with all supporting material, in the most expeditious manner to HQ AFRC/DPCE (Civilian Workforce Management and Relations Branch, Civilian Personnel Division) for review by HQ AFRC/DPCE and HQ AFRC/JA (Office of the Staff Judge Advocate). Following HQ AFRC/DPCE and JA concurrence, HQ AFRC/DPCE notifies the CPO that the notice may be delivered to the employee. If the notice of final decision cannot be concurred in because it is not found to be legally sufficient or procedurally correct, the CPO is notified by HQ AFRC/DPCE or JA, as appropriate.

9.1.1.1. Supervisors may suggest another effective date for a voluntary action, but may not arbitrarily set an earlier or later date.

9.1.2. An employee confronted by supervisors with a potential disciplinary or adverse action may choose to voluntarily:

14.5.1. Actions involving the crime provision is concurred on by phone with HQ AFRC/DPCE and JA prior to initiation (AFRC CPOs only).

27.6.2. The CPO sends a copy of the file to HQ AFRC/DPCE (AFRC CPOs only).

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