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Personnel

**OFFICER ADVERSE ACTIONS AND
ACCOUNTABILITY**

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This pamphlet is a guide to help in the processing of officer adverse actions and the accountability program. Use this handbook when processing case files for officer adverse actions and the accountability program. It requires the collection and maintenance of records protected by the Privacy Act of 1974. Authorities to collect and maintain the records prescribed in this AFI are Title 10 U.S.C., section 8013, and [AFPD 36-32, *Military Retirements and Separations*](#). Privacy Act statements required by [AFI 37-132, *Air Force Privacy Act Program*](#) are on the forms used or available to the subject. System of Records Notice F030 AFMPA, Personnel Data Systems, applies.

SUMMARY OF REVISIONS

This pamphlet has been substantially revised. It clarifies AFI references and titles, updates the definition of a probationary/nonprobationary officer, updates addresses and office symbols, updates and clarifies processing timelines and responsibilities, and updates the Unfavorable Information File (UIF) and Accountability programs to include recent Air Force changes. A bar (|) indicates revisions from previous edition.

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Chapter 1

PROCESSING OFFICER ADMINISTRATIVE DISCHARGE CASES

1.1. Responsibilities of Commanders and Supervisors . Continued service as an officer is a privilege that may be terminated for cause when such action is determined to be in the best interest of the Air Force. The Air Force does not have a place for officers who show themselves unworthy of officer status by failing to maintain high standards of professional and personal conduct or who fail to meet and maintain performance standards consistent with their grade and experience. Inherent in the responsibility of commanders and supervisors of officers is the requirement to identify such officers early and to take corrective action promptly.

1.2. Determining if Action is Proper:

1.2.1. Applies to all reasons for discharge:

1.2.1.1. When sufficient documentary information or facts are not readily available, a proper investigation or further inquiry should be conducted to gather necessary additional information or facts.

1.2.1.2. All available information suggesting [AFI 36-3206](#), *Administrative Discharge Procedures for Commissioned Officers*, action may be appropriate should be carefully evaluated with all fully documented facts.

1.2.1.3. Initiating discharge action may be proper when an officer is pending other action (for example, promotion propriety ([AFI 36-2501](#), *Officer Promotions and Selective Continuation*); medical evaluation ([AFI 48-123](#), *Medical Examination and Standards*); disability evaluation ([AFI 36-3212](#), *Physical Evaluation for Retention, Retirement and Separation*); or revocation of aeronautical rating ([AFI 11-402](#), *Aviation and Parachutist Service, Aeronautical Ratings and Badges*). Conversely, even though action under [AFI 36-3206](#) is initiated, it may be necessary to pursue other consistent personnel actions. The test is, what is the appropriate disposition of this case, not what will be the quickest or easiest method of discharge.

1.2.2. Body Fat Discharge Case. Before initiating action under [AFI 36-3206](#), Chapter 2, Para 2.3.8, on an overfat officer, make sure the officer's failure to meet body fat standards has been previously documented in one or more Officer Performance Reports (OPRs). This is not to say, wait until the next rating period to initiate action. Rather, make appropriate comments in the officer's OPR as progress in the weight management program, or lack thereof, dictates. When action is initiated, make sure the officer continues monthly weigh-ins while in Phase I or Phase II of the weight management program. Make sure that the officer's body fat measurement and current weight are included in the case file before it is sent to HQ AFSPC/DPPPF. After the case is forwarded to HQ AFSPC/DPPPF, inform HQ AFSPC/DPPPF of the officer's subsequent weigh-ins.

1.2.3. Mental Disorders Which Interfere With Duty Performance. A psychiatric evaluation confirming the diagnosis of mental disorders, which are not conditions warranting separation for disability under [AFI 36-3212](#), is necessary prior to initiating action. The psychiatric evaluation will be conducted by a board-certified psychiatrist or clinical psychologist, and will not be delegated to a non-psychiatric staff member. Make sure there is evidence to establish that such mental disorders interfere with the officer's performance of duty. (Refer to [AFI 36-3206](#), Para 2.3.7.)

1.2.4. Fear of Flying Case. Before initiating action based on professed fear of flying, ensure all the required actions, including the suspension from flying, under [AFI 11-402](#) have been accomplished and documented.

1.3. Determining an Officer's Nonprobationary or Probationary Status:

1.3.1. Nonprobationary Officer. A Regular officer with 5 or more years of active commissioned service computed from the Total Active Federal Commissioned Service Date (TAFCS D), or a reserve officer with 5 or more years of commissioned service computed from the Total Federal Commissioned Service Date (TFCS D). A nonprobationary officer may not be discharged without his or her consent (resignation or application for discharge) except under an approved recommendation of a Board of Inquiry (BOI) ([AFI 36-3206](#), Chap 7 and Atch 1).

1.3.2. Probationary Officer. A Regular officer with less than 5 years of active commissioned service computed from the TAFCS D, or a Reserve officer with less than 5 years of commissioned service computed from the TFCS D. Generally, a probationary officer being considered for an honorable or a general (under honorable conditions) discharge may be discharged without his or her consent (resignation or application for discharge). A BOI is required if the probationary officer is being considered for a discharge under other than honorable conditions or if the basis for the discharge action includes homosexual conduct. When initiating action on a probationary officer and a BOI is not required, make sure there is sufficient time for the Secretary of the Air Force (SAF) to act on the case before the officer becomes a nonprobationary officer ([AFI 36-3206](#), Chap 5 and Atch 1).

1.4. Recommending Action Be Initiated:

1.4.1. Reassigning an Officer to a Command having Show-Cause Authority (SCA). [AFI 36-3206](#) requires that an officer be under the jurisdiction of a Major Command (MAJCOM) or a direct reporting unit (DRU) having SCA. Only the MAJCOM commanders, the United States Air Force Academy (USAFA) superintendent, and the Air Force District of Washington (AFDW) commander are delegated SCA for officers assigned within their command. Therefore, an officer assigned to a field operating agency (FOA) or a DRU (other than USAFA or AFDW) or an AF element will be reassigned and placed under the jurisdiction of a MAJCOM (not USAFA or AFDW) before action can be initiated. Officers will be assigned where they can best be utilized. *Note:* Reassignment action is not necessary if the host/tenant agreement designates discharge authority over tenant officers to AFSPC.

1.4.2. Access to Sensitive Compartmented Information (SCI), Single Integrated Operational Plan - Extremely Sensitive Information (SIOP-ESI), or Other Special Access Programs. Comply with [AFI 31-501](#), *Personnel Security Program Management*, when an officer has, or had access to SCI, SIOP-ESI, or other special access programs, to make sure the proper access granting authority in [AFI 31-501](#) concurs with the [AFI 36-3206](#) action. The initiating commander's notification memorandum will state that the required action under [AFI 31-501](#) has been accomplished; or, if such action is not applicable, the notification memorandum will state that action under [AFI 31-501](#) is not required. Include in the case file copies of any inquiry and response generated under [AFI 31-501](#).

1.4.3. Base Staff Judge Advocate (SJA) and Military Personnel Flight (MPF) Personnel Staff Assistance. Representatives of the base SJA and MPF personnel staffs should assist commanders in determining the specific [AFI 36-3206](#), subparagraph(s) under paragraph 2.3 or 3.6 or both, under which the action should be initiated.

1.4.4. Using AFI 36-3206, Attachment 3. Attachment 3 is used to recommend initiation of AFI 36-3206 action. Paragraph 1 of the recommendation memorandum will cite one or more of the applicable subparagraphs under paragraphs 2.3, 3.6 or both. Do not simply cite paragraphs 2.3, 3.3, 3.4, 3.5 or 3.6. Cite in paragraph 2 the specific substandard duty performance or misconduct (not the result) as the basis for the action. For example, use “because of your use of marijuana on 14 Feb 98” instead of “. . . because of the nonjudicial punishment you received on 1 Apr 98.” The attachments to the recommendation memorandum will consist of the following:

1.4.4.1. All documentary evidence to substantiate the discharge action. Each piece of evidence will be included under a separate numbered tab. Information or facts pertaining to a single incident may be considered as one piece of evidence for the purposes of tabbing.

1.4.4.2. Air Force Office of Special Investigation (AFOSI) extract, if applicable. The extract will include an approval for release from the local AFOSI.

1.4.4.3. Base SJA legal review.

1.4.5. When the Immediate Commander is the Initiating Commander. If the officer’s immediate commander is the initiating commander (paragraph 1.5.), a memorandum recommending action is not needed.

1.5. Initiating AFI 36-3206 Action. Make sure the officer and the commander initiating the action are assigned to Air Force Space Command. Normally, the commander initiating action under AFI 36-3206 will be the appropriate wing or base commander or, if there is no wing or base commander in the command chain, a commander serving in a grade above lieutenant colonel and directly subordinate to AFSPC/CC or AFSPC/CV. Make sure the letterhead or signatory element of the notification memorandum identifies the appropriate commander authorized to initiate the discharge action. The attachments to the notification memorandum will consist of the following:

1.5.1. Two original memorandums of acknowledgment.

1.5.2. The memorandum recommending initiation of action (if applicable), with attachments, all documentary evidence to substantiate the discharge action and the AFOSI extract, if applicable. Each piece of evidence will be included under a separate numbered tab. Information or facts pertaining to a single incident may be considered as one piece of evidence for the purpose of tabbing.

1.5.3. Copies of AFI 36-3206, and 36-3207, *Separating Commissioned Officers*.

1.6. Flow Charts. The flow charts at Figure 1.1. and Figure 1.2. show the processing of actions to the Office of the Secretary of the Air Force.

1.7. Expected Processing Goals. Table 1.1. through Table 1.5. and Table 2.1. contain the expected processing goals for AFI 36-3206 cases (resignation, Board of Inquiry, and so forth).

1.8. AFI 36-3206 Case Processing Worksheet . Attachment 2 contains a processing worksheet for tracking a case from the time an officer is first identified for possible discharge to the time the case is sent to HQ AFPC/DPPRS.

1.9. Presenting the Notification Memorandum to the Officer . The commander initiating the action or the commander who recommended the action normally presents the original notification memorandum

and a copy of the original notification memorandum with proper attachments to the officer concerned. On presenting the memorandum to the officer, make sure the officer understands the following:

1.9.1. Upon receiving the notification memorandum, the officer will sign the two memorandums of acknowledgment and return one to the commander who initiated the action and send the other to HQ AFSPC/DPP, 150 Vandenberg St., Suite 1105, Peterson AFB CO 80914-4450.

1.9.2. Within 10 calendar days after receiving the notification memorandum, the officer will endorse the original notification memorandum and return it (not the copy with the attachments) to HQ AFSPC/DPP. If the officer does not have an original notification memorandum to endorse to HQ AFSPC/DPP, the initiating commander will furnish a duplicate original notification memorandum for proper endorsement by the officer.

1.10. Officer's Endorsement to the Notification Memorandum. When endorsing the notification memorandum to HQ AFSPC/DPP, the officer will include:

1.10.1. A statement indicating whether he/she is or is not applying for retirement, if eligible, or tendering resignation in lieu of further action under [AFI 36-3206](#). (If applying for retirement or tendering resignation at this time, attach a copy of the retirement application or resignation to the endorsement.)

1.10.2. A statement indicating whether the officer is or is not commenting on or providing a rebuttal to the action initiated. (If applicable, attach comments or rebuttal to the endorsement.)

1.10.3. A statement indicating the officer was counseled by the Area Defense Counsel (ADC) or, if the officer declines or refuses legal counsel, a statement indicating the officer was counseled by the MPF commander.

1.10.4. A statement indicating the officer is or is not requesting a delay in responding to the notification memorandum; however, a request for delay will be submitted within 5 calendar days from the date notified of the action initiated.

1.11. Separation Physical. [AFI 36-3206](#), Para 4.17. requires a separation physical as an attachment to the discharge case file. Do not, however, delay processing the discharge pending receipt of the physical. Obtain the wing commander's endorsement and forward the discharge package without the physical, if necessary. Ensure the separation physical is completed as soon as possible, and Fax the AF Form 422, **Physical Profile Serial Report**, to HQ AFSPC/DPPPF, DSN 692-3904, within 10 days.

1.12. Notifying the MAJCOM and HQ AFPC . On the date the action is initiated and the officer is notified, the MPF will:

1.12.1. Send a message to HQ AFSPC/DPP/JA with the following information:

1.12.1.1. The officer's name, grade, and SSAN.

1.12.1.2. The officer's unit of assignment.

1.12.1.3. [AFI 36-3206](#), provisions under which the action was initiated.

1.12.1.4. The date discharge action was initiated.

1.12.2. Send a transmittal memorandum with a copy of the notification memorandum without attachments to HQ AFPC/DPPRS, 550 C St., West Suite 12, Randolph AFB TX 78150-4714, Fax DSN:

487-5084. Include in the transmittal memorandum any aspects of the case the commander considers may reflect adversely on the Air Force. Make sure copies of the transmittal memorandum and notification memorandum are faxed to HQ AFSPC/DPPXP, DSN 692-3904.

1.12.3. Each Thursday, until the case file reaches HQ AFSPC/DPPPF, the MPF commander will notify HQ AFSPC/DPPXP via email or fax, of the status of each case currently pending.

1.13. Counseling the Officer. If the officer declines legal counsel, the MPF commander will counsel the officer, and include in the case file sent to the MAJCOM the officer's acknowledgment of having received counseling. When counseling the officer, do not advise the officer on which options to choose--that's the responsibility of the defense counsel. As a rule, counseling should include but is not limited to:

1.13.1. Voluntary retirement, resignation, or application for discharge in lieu of further action under [AFI 36-3206](#).

1.13.2. Administrative case processing.

1.13.3. Character of Discharge:

1.13.3.1. Unless an honorable discharge is required under [AFI 36-3206](#), Chapter 2 or 3, an officer's service is characterized as honorable, general (under honorable conditions) or under other than honorable conditions (UOTHC) as determined by the SAF.

1.13.3.2. The character of discharge will not in any case be more severe than recommended by a BOI.

1.13.3.3. Inform the officer of the least favorable character of discharge if the officer elects to tender their resignation before the SCA acts on the case.

1.13.3.4. Inform the officer of the least favorable character of discharge if the officer applies for discharge after the SCA determines the officer should show cause for retention on active duty, or that the case should be referred to a BOI.

1.13.3.5. Inform the officer of the least favorable character of discharge if the officer is discharged as a result of board action (Air Force Personnel Board {AFPB}) under [AFI 36-3206](#), Chapter 6 (probationary officers only).

1.13.4. Separation Pay:

1.13.4.1. Not entitled if the officer tenders resignation before the SCA acts on the case.

1.13.4.2. May be entitled if the officer applies for discharge after the SCA determines the officer should show cause for retention on active duty or is discharged as a result of board action (AFPB under [AFI 36-3206](#), Chapter 6, or BOI under [AFI 36-3206](#), Chapter 7). The officer is entitled to separation pay if the officer receives an honorable or general discharge and has at least 6 years of active military service as of the DOS.

1.13.4.3. Not entitled if discharged under other than honorable conditions.

1.13.5. BOI Entitlement:

1.13.5.1. Any nonprobationary officer required to show cause for retention on active duty.

1.13.5.2. Any probationary officer and SCA recommends discharge under other than honorable conditions.

1.13.5.3. Any officer and basis for discharge includes homosexual conduct.

1.13.6. Member's Travel and Transportation. Officers are authorized full travel and transportation entitlement if, as of the date of separation, they have completed at least 90 percent of the period of service they initially agreed to serve. Officers not completing 90 percent of their initially agreed upon period of service are authorized travel and transportation allowances to their home of record or place from which called (or ordered) to active duty using the least expensive mode of transportation. Discharged officers are not authorized travel time.

1.13.7. Reimbursing Bonuses, Advanced Education Assistance or Other Special Pay. Officers may be obligated, as required under the terms of their agreements, to pay back part of any bonus, special pay or advanced education assistance if discharged prior to completing the active duty service commitment incurred from receiving such pay. Advanced education assistance includes undergraduate pre-commissioning programs (Service Academies, Armed Forces Health Professions Scholarship Programs, the Uniformed Services University of Health Sciences, Reserve Officer Training Corps, Airman Early Commissioning Program), graduate programs (such as legal education, Air Force Institute of Technology masters and doctoral degree programs, tuition assistance for off-duty education), and other undergraduate or graduate programs.

1.13.8. Unused or Excess Leave. Refer to [AFI 36-3003](#), *Military Leave Program*, for clarification or answers to questions on unused leave or excess leave while awaiting Secretarial determination on the administrative discharge case.

1.13.9. Dependents' Travel and Shipment or Storage of Household Goods. Refer to local Traffic Management Office (TMO) for clarification or answers to questions regarding dependents' travel and shipment or storage of household goods.

1.14. Retirement, Resignation or Discharge in Lieu of Further Action Under [AFI 36-3206](#). The officer may, as indicated below:

1.14.1. Apply for voluntary retirement, if eligible, under [AFI 36-3203](#).

1.14.2. Tender resignation under [AFI 36-3207](#), Section 2B, if the SCA has not acted on the case.

1.14.3. Apply for discharge under [AFI 36-3207](#), Section 2B, if the SCA has determined officer should be required to show cause or that a case should be referred to a BOI and the officer has been notified.

1.14.4. Tender resignation or apply for discharge under [AFI 36-3207](#), Section 2B, as appropriate for the purpose of enlisting and retiring in enlisted status, if the officer has 20 years active military service but less than 10 years active commissioned service.

1.14.5. Process a resignation or an application for discharge as quickly as possible at each level of command. [Table 1.2](#). and [Table 1.3](#). show the processing timelines.

1.14.6. Tab and label the original case file as shown in [Attachment 4](#). (Use the Index Sheet Set LL Blank, CID A-A-898, 11 x 8 1/2.)

NOTE:

Do not include video cassettes, audio cassettes or photographs in the retirement/resignation/discharge case file, as these should be described in the case file. Make sure resignations and applications for discharge are submitted verbatim with the appropriate attachment provided in [AFI 36-3207](#). There can be no deviations to the example; if there are, the case file will not be processed.

1.15. Forwarding the Completed Case:

1.15.1. IAW [AFI 36-3206](#), Para 4.36., express or overnight delivery service is used when forwarding officer discharge case files to the next level to reduce mail time.

1.15.2. Use a transmittal memorandum to send the original and three copies of the case file with the officer's acknowledgment to HQ AFSPC/DPPPF 150 Vandenberg St., Suite 1105, Peterson AFB CO 80914-4450, POC SSgt Black (719) 554-5695, through the NAF as soon as the officer acknowledges receipt of the notification memorandum. One copy of the case file should be retained in the MPF. Use a manila folder labeled with name and SSAN and use acco fasteners. (We suggest using Paper Fasteners, #R10 50 Sets, 1" capacity with compressors 2 & 3/4" between prongs.)

NOTE:

The checklists at [Attachment 2](#) and [Attachment 3](#) will be completed before sending a case to HQ AFSPC. When forwarding BOI case files, use hard covers front and back instead of manila folders. Do not include video cassettes, audio cassettes or photographs in the case file, as these should be described in the transcript.

1.15.3. Tab and label the original case file as shown in [Attachment 4](#). (Use the Index Sheet Set LL Blank, CID A-A-898, 11 x 8 1/2.)

1.16. AFOSI Report . The MPF will send a copy of the complete AFOSI report, if applicable, directly to HQ AFSPC/DPPPF under separate cover. Remember, ONLY an extract of the AFOSI report is made a part of the case file. The extract will show a release approval from AFOSI.

1.17. Case Processing After Show-Cause Authority Determination (when the officer does not apply for retirement, tender resignation or apply for discharge):

1.17.1. A nonprobationary officer case is processed under [AFI 36-3206](#), Chapter 7, when the SCA determines the officer should be required to show cause for retention on active duty.

1.17.2. A probationary officer case is processed under [AFI 36-3206](#), Chapter 6, when the basis for discharge does not include homosexual conduct and the SCA determines the officer should be processed for discharge, recommends an honorable discharge, and determines that a BOI is not otherwise appropriate.

1.17.3. A probationary officer case is processed under [AFI 36-3206](#), Chapter 5, when the basis for discharge does not include homosexual conduct and the SCA determines that the officer should be processed for discharge, recommends a general (under honorable conditions) discharge, and determines that a BOI is not otherwise appropriate.

1.17.4. A probationary officer case is processed under [AFI 36-3206](#), Chapter 7, when the basis for discharge includes homosexual conduct and the SCA determines that the officer should be processed

for discharge and recommends a discharge under other than honorable conditions or any other case in which the SCA determines it is appropriate to refer the case to a BOI.

1.18. Statement Of Reasons. . HQ AFSPC/DPPPF will draft the Statement of Reasons and HQ AFSPC/JA will review it before it is attached to the SCA notification memorandum to the officer. The Statement of Reasons will outline each allegation against the officer in separate numbered paragraphs, and will include dates, places, events, and persons involved, to the extent known or readily ascertainable.

1.19. Personnel Data System (PDS) Update. Do not input PTI 970 if an officer tenders resignation or applies for discharge. HQ AFPC/DPPRS will input associated PDS transactions. However, MPFs should input assignment availability code 21. If a rated officer has been suspended from flying duties as a result of the [AFI 36-3206](#) action, ensure the aviation service code 04 has been updated in PDS by the office responsible for updating aviation service codes. MPFs will input appropriate PDS transactions if an officer applies for voluntary retirement.

1.20. Officer's Request for Excess Leave Under [AFI 36-3003, Para 10 and Table 4.](#) When an officer requests excess leave the approval authority is HQ AFSPC/DPP. The request will consist of the following:

- 1.20.1. The officer's complete leave address (indicate if this is also the officer's home of record).
- 1.20.2. The officer's telephone number (including area code).
- 1.20.3. The Air Force base nearest the officer's leave address.

1.21. Discharge Date . An officer will be expeditiously discharged within 10 calendar days after receipt of HQ AFPC/DPPRS message announcing the Secretarial decision. Discharge should not be effective on Saturdays, Sundays, or holidays. It is not proper to establish a Date of Separation (DOS) to be effective on the 10th calendar day for the convenience of the officer.

1.22. Terminal Leave. Terminal leave is not authorized for officers being discharged as a result of action initiated under [AFI 36-3206](#).

1.23. Helpful Hints For Expedient Processing . Everyone involved in [AFI 36-3206](#), cases has the responsibility to expedite the processing of these cases.

- 1.23.1. Use a suspense system to keep the case moving. A local suspense system ensures the various related actions are processed within the expected processing goals in [Tables 1.1.](#) through [1.5.](#)
- 1.23.2. Use express mail or overnight delivery to transmit cases, IAW [AFI 36-3206](#), Para 4.36.
- 1.23.3. Provide courtesy copies of pertinent actions, i.e., delays granted and so forth. This will keep the base, HQ AFSPC, HQ AFPC/DPPRS, and everyone else informed with minimal extra effort.
- 1.23.4. HQ AFSPC/DPPPF will publish Temporary Duty (TDY)/Invitational Travel Orders for BOI members and witnesses.
- 1.23.5. The MPF will provide the officer with copies of [AFIs 36-3206](#) and [36-3207](#) rather than simply telling the officer where they are available.

1.23.6. The base legal office will provide the respondent an authenticated copy of the BOI transcript and have him or her acknowledge receipt. The member then has 10 calendar days to respond. Once this time period has elapsed, the legal office will forward the original and three copies of the BOI transcript, the officer's acknowledgment and response, and the discharge notification case file (leading to the BOI) to HQ AFSPC/DPPPF.

1.23.7. It is important to note that in [AFI 36-3206](#) cases, as with any adverse action, the primary concerns are the best interest of the Air Force and the rights of the officer who is the subject of the adverse action. Each of these concerns can be resolved, expected processing goals achieved, and case processing times reduced, all at the same time, if all levels of command and offices involved with [AFI 36-3206](#) actions work together to inform all levels of command of any pending actions and changes to these actions.

Figure 1.1. Flowchart (Probationary Officers).

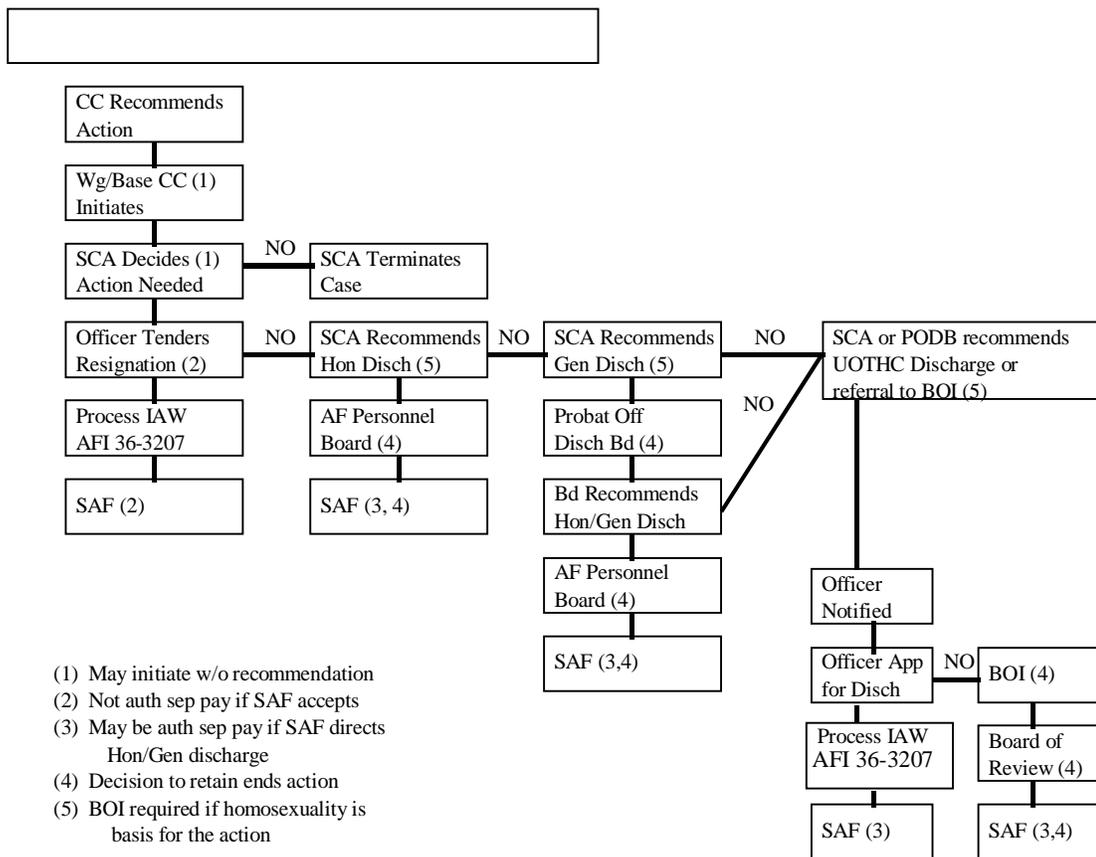
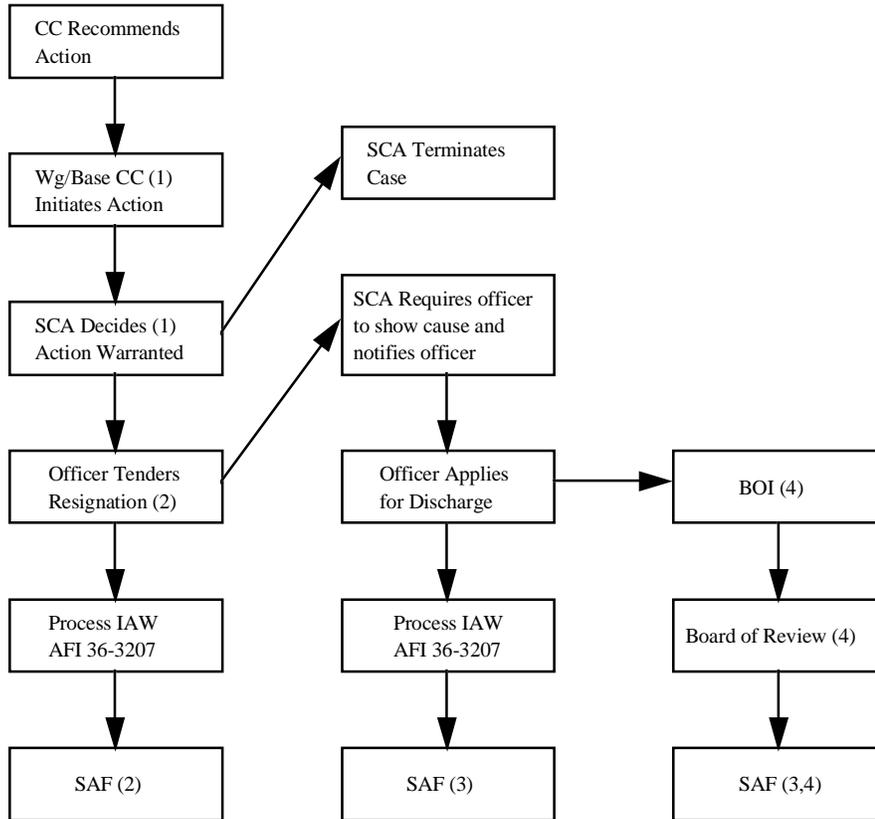


Figure 1.2. Flowchart (Nonprobationary Officers).



- (1) May initiate without recommendation
- (2) Not authorized separation pay if SAF accepts
- (3) May be authorized separation pay if SAF directs Honorable/General discharge
- (4) Decision to retain ends action

Table 1.1. Timeframes - Board of Inquiry (BOI) Case.

Action	Days Allowed	Cumulative Days
Wg/CC Notifies the Officer of Discharge Action	1	1
Officer's Response to Memorandum of Notification	10	11
MPF Forwards Case File to NAF/DP	2	13
NAF/CC (GCM Convening Authority) Endorsement	10	23
AFSPC/CV Signs Show-Cause Memorandum	10	33
Officer Notified to Show Cause for Retention	3	36
Officer's Response to Show-Cause Memorandum	5	41
Base JA Notifies Officer of BOI Date and Place	10	51
MAJCOM Convenes BOI (30 days from the date the officer is Notified to Show Cause for Retention)	30	81
BOI Proceedings	3	84
BOI Proceedings Transcribed and Authenticated	30	114
BOI Report Copy Given to Officer	3	117
Officer's Rebuttal of BOI Report	10	127
MAJCOM Response to Officer's Rebuttal	10	137
Case Sent to AFPC/DPPRS	5	142
AFPC Forwards Case to AF/JAJM	5	147
AF/JAJM Forwards Case to SAFPC	5	152
SAF Decision	90	242
SAFPC Faxes Decision to AFPC/DPPRS	1	243
AFPC Sends Message to MPF	3	246
Officer Discharged	10	256
TOTAL PROCESSING TIME		256 DAYS

Table 1.2. Timeframes - Resignation in Lieu of Further Administrative Discharge Action.

Action	Days Allowed	Cumulative Days
Wg/CC Notifies the Officer of Discharge Action	1	1
Officer Tenders Resignation	10	11
Wing/CC Endorsement	10	21
MPF Forwards Case File to NAF/DP	2	23
NAF/CC (GCM Convening Authority) Endorsement	10	33
AFSPC/CV Endorsement	10	43
Case Sent to AFPC/DPPRS	5	48
AFPC Forwards Case to SAFPC	5	53

SAF Decision	90	143
SAFPC Faxes Decision to AFPC/DPPRS	1	144
AFPC Sends Message to MPF	3	147
Officer Discharged	10	157
TOTAL PROCESSING TIME:		157 DAYS

Table 1.3. Timeframes - Application for Discharge in Lieu of Further Administrative Discharge Action.

Action	Days Allowed	Cumulative Days
Wg/CC Notifies the Officer of Discharge Action	1	1
Officer Responds to Memorandum of Notification	10	11
MPF Forwards Case File to NAF/DP	2	13
NAF/CC (GCM Convening Authority) Endorsement	10	23
AFSPC/CV Signs Show-cause Memorandum	10	33
Show-cause Memorandum Given to Officer	3	36
Officer Applies for Discharge	5	41
Wing/CC Endorsement	10	51
MPF Forwards Case File to NAF/DP	2	53
NAF/CC (GCM Convening Authority) Endorsement	10	63
AFSPC/CV Endorsement	10	73
Case Sent to AFPC/DPPRS	5	78
AFPC Forwards Case to SAFPC	5	83
SAF Decision	90	173
SAFPC Faxes Decision to AFPC/DPPRS	1	174
AFPC Sends Message to MPF	3	177
Officer Discharged	10	187
TOTAL PROCESSING TIME:		187 DAYS

Table 1.4. Timeframes - Chapter 6 Processing (Probationary Officer).

	Days Allowed	Cumulative Days
Wg/CC Notifies the Officer of Discharge Action	1	1
Officer Responds to Memorandum of Notification	10	11
MPF Forwards Case File to NAF/DP	2	13
NAF/CC (GCM Convening Authority) Endorsement	10	23
SCA Signs Memorandum Recommending Honorable Discharge	10	33
SCA Memorandum Given to Officer	3	36
Case Sent to AFPC/DPPRS	3	39

AFPC Forwards Case to AF/JAJM	5	44
AF/JAJM Forwards Case to SAFPC	7	51
SAF Decision	90	141
SAFPC Faxes Decision to AFPC/DPPRS	1	142
AFPC Sends Message to MPF	3	145
Officer Discharged	10	155
TOTAL PROCESSING TIME:		155 DAYS

Table 1.5. Timeframes - Chapter 5 (Probationary Officer Discharge Board (PODB)) and Chapter 6 Processing (Probationary Officer).

	Days Allowed	Cumulative Days
Wg/CC Notifies the Officer of Discharge Action	1	1
Officer Responds to Memorandum of Notification	10	11
MPF Forwards Case File to NAF/DP	2	13
NAF/CC (GCM Convening Authority) Endorsement	10	23
AFSPC/CV Recommends General Discharge and Refers Case to PODB	10	33
Officer Notified of AFSPC/CV Recommendation	3	36
PODB Convenes	15	51
PODB Recommends General or Honorable Discharge	1	52
Officer Notified of PODB Recommendation	3	55
Case Sent to AFPC/DPPRS	3	58
AFPC Forwards Case to AF/JAJM	5	63
AF/JAJM Forwards Case to SAFPC	7	70
SAF Decision	90	160
SAFPC Faxes Decision to AFPC/DPPRS	1	161
AFPC Sends Message to MPF	3	164
Officer Discharged	10	174
TOTAL PROCESSING TIME:		174 DAYS

Chapter 2

RESIGNATIONS FOR THE GOOD OF THE SERVICE (IN LIEU OF COURT MARTIAL)

2.1. Submitting Resignation. Resignations will be submitted verbatim with the appropriate attachment in [AFI 36-3207](#), Section 2C. There can be no deviations to the attachment; if there are, the package will not be processed.

2.2. Investigations. A complete copy of the Article 32 Investigation (if one was conducted), to include the DD Form 457, **Investigating Officer's Report**, with attachments, and a DD Form 458, **Charge Sheet** (if charges have been preferred), other investigative reports (excluding AFOSI reports), and statements of witnesses will be included in the resignation case file.

2.3. Endorsements. A sample of the wing or comparable commander's endorsement is found in [AFI 36-3207](#), Attachment 10. When recommending disapproval, the commander will recommend the characterization of service to be given if the resignation is accepted by the SAF. Resignations will be endorsed by the wing or comparable commander, through the General Court-Martial (GCM) convening authority (NAF/CC) to HQ AFSPC/DPPPF for AFSPC/CV endorsement.

2.4. Forwarding Resignations. Send the original and four copies of the resignation (including wing/base commander's endorsement and the complete summary of all the facts on which the resignation is predicated) to HQ AFSPC/DPPPF 150 Vandenberg St., Suite 1105, Peterson AFB CO 80914-4450, POC: SSgt Black (719)554-5695, through the NAF/CC. Use express/overnight mail service when forwarding the case file. Tab and label the original case file according to Attachment 4. (We suggest using the Index Sheet Set LL 813nk, CID A-A-898-11 x 8 1/2.) HQ AFSPC/DPPXP will keep one copy, send the original and two copies to HQ USAF/JAJM, Bolling AFB DC 20332-6128, and send one copy to HQ AFPC/DPPRS. IAW HQ USAF/JA/DP 071509Z Jan 97 Msg, Metrics for Processing Officer Resignations in Lieu of Court-Martial (RILOs), all officer resignations in lieu of court-martial must take no more than 30 days from the date they are tendered to the date they are received at AFLSA/JAJM. **NOTE: Do not send video cassettes, audio cassettes or photographs as these should be described in the case file.**

2.5. Notifying HQ AFPC and HQ AFSPC. The MPF commander, or a Quality Force Section representative, will send a message to HQ AFPC/DPPRS and info HQ AFSPC/DPPPF when an officer tenders his or her resignation. Each Thursday, until the case file reaches HQ AFSPC/DPPPF, the MPF commander will notify HQ AFSPC/DPPPF via email or fax, of the status of each case currently pending.

2.6. Updating PDS. Do not input PTI 970 when an officer tenders resignation for the good of the service. HQ AFPC/DPPRS will input associated PDS transactions. Input appropriate PDS transactions if an officer applies for voluntary retirement.

2.7. Discharge Date . An officer will be expeditiously discharged within 10 calendar days after receipt of HQ AFPC/DPPRS message announcing the Secretarial decision accepting their resignation. Discharge should not be effective on a Saturday, Sunday or holiday. It is not proper to establish a DOS to be effective on the 10th calendar day for the convenience of the officer.

2.8. Terminal Leave . Terminal leave is not authorized for officers being discharged as a result of resignations for the good of the service.

Table 2.1. Timeframes - Resignations for the Good of the Service (In Lieu of Court-Martial).

	Days Allowed	Cumulative Days
Date Resignation Submitted	1	1
Wing/CC Endorsement	9	10
MPF Forwards Case File to NAF/DP	1	11
NAF/CC (GCM Convening Authority) Endorsement	9	20
AFSPC/CV Endorsement	9	29
AF/JAJM Receives Case	1	30
SAFPC Receives Case	2	32
SAF Decision	10	42
SAFPC Faxes Decision to AFPC/DPPRS	1	43
AFPC Sends Message to MPF	2	45
Officer Discharged	10	55
TOTAL PROCESSING TIME:		55 DAYS

Chapter 3

OFFICER PROMOTION PROPRIETY ACTIONS

3.1. Types Of Propriety Actions. Commanders should question a promotion when the preponderance of evidence shows the officer is not mentally, physically, morally or professionally qualified to perform the duties of the higher grade. Basically there are three avenues a commander may take to accomplish this action. A commander may delay an officer's promotion in increments of up to 6 months, with no more than 3 increments. Commander's may remove an officer from a promotion list only if the officer was selected by a promotion board. If commanders wish to remove a promotion to first lieutenant they must find an officer Not Qualified for Promotion. Extension of a delayed promotion is automatic upon initiation of a promotion removal or not qualified for promotion action.

3.2. Promotion Delays. The MAJCOM commander approves initial delays. The initial delay will not exceed 6 months from the officer's original effective date of promotion. SAF must approve/disapprove any extension beyond the original delay. If an additional delay is warranted, the package must arrive at HQ AFSPC/DPPP no later than 60 days prior to expiration of the current delay. The commander initiates the delay by notifying the member either verbally or in writing of the proposed action before the promotion effective date. Once the commander initiates the delay action the MPF promotions section sends a message to HQ AFPC/DPPRP, with info to HQ AFSPC/DPPP and HQ AFSPC/JAG, announcing the delay and the reason for the delay action. All promotion delay packages will be processed from the unit to the wing through the NAF to the MAJCOM. These packages will consist of the notification memorandum, the message to HQ AFPC/DPPRP announcing the delay action, the member's acknowledgment and rebuttal, base legal review and commander endorsements through the chain of command to the MAJCOM. Commanders may initiate action to end a delay at any time. Send the recommendation through the same process as the delay, to HQ AFSPC/DPPP, for decision.

3.3. Promotion Removals. A removal action can only be initiated to the grade of captain through colonel. A commander initiates action to remove an officer's name from a promotion list by notifying the member orally or in writing before the promotion effective date. A removal action automatically delays an officer promotion until SAF makes a decision. Once the commander initiates the removal action the MPF promotions section sends a message to HQ AFPC/DPPRP, with info to HQ AFSPC/DPPP and HQ AFSPC/JAG, announcing the removal and the reason for the removal action. All promotion removal packages will be processed from the unit to the wing through the NAF to the MAJCOM. These packages will consist of the notification memorandum, the message to HQ AFPC/DPPRP announcing the removal action, the member's acknowledgment and rebuttal, base legal review and commander endorsements through the chain of command to the MAJCOM.

3.4. Not Qualified For Promotion (NQP) Actions. A NQP action may only be initiated against second lieutenants assuming the grade of first lieutenant. A commander initiates NQP action by notifying the member orally or in writing before the promotion effective date. A NQP action automatically delays an officer's promotion until SAF makes a decision. Once the commander initiates the NQP action the MPF promotions section sends a message to HQ AFPC/DPPRP, with info to HQ AFSPC/DPPP and HQ AFSPC/JAG, announcing the NQP and the reason for the NQP. All NQP packages will be processed from the unit to the wing through the NAF to the MAJCOM. These packages will consist of the notification memorandum, the message to HQ AFPC/DPPRP announcing the NQP action, the member's

acknowledgment and rebuttal, base legal review and commander endorsements through the chain of command to the MAJCOM. Since a NQP action can result in separation, a separation physical must accompany the NQP package. If involuntary separation or court-martial action is pending, the NQP action must be flagged to permit SAF to hold decision until all other matters are resolved.

3.5. Notifying HQ AFPC and HQ AFSPC/DPPP. On each type of promotion propriety action AFPC and MAJCOM must be notified, via message, of the start of the action and the reason for the action, and when the member was notified. Both AFPC and the MAJCOM should be notified of any other changes as the case progresses.

Chapter 4

OFFICER GRADE DETERMINATION (OGD) HQ AFMPC/DPMAR 011700Z JUN 95 MESSAGE

4.1. Submitting An OGD. At the time an officer applies for retirement, the commander will review the officer's record to determine if a grade determination requirement exists. A grade determination is required if the member has a court-martial conviction, a civil court conviction for misconduct involving moral turpitude or punishment pursuant to Article 15, Uniform Code of Military Justice (UCMJ), within 2 years of the date of the application for retirement, or in any other case where a commander believes an OGD is appropriate. Any commander in the officer's chain of command may initiate an OGD. The member's commander attaches a signed continuation sheet to the AF Form 1160 for processing to the servicing MPF. An example of this continuation sheet can be found at [Attachment 5](#). All OGDs must be completed prior to the member's retirement date. Processing of an OGD will not suspend a mandatory regular officer retirement. If the officer applies for voluntary retirement, and it appears the OGD will not be finalized prior to the requested retirement date, HQ AFPC will place the officer's retirement on hold pending final action on the OGD by the Secretary of the Air Force.

4.2. Documentation. The MPF Retirements Section, upon receipt of a retirement application with an OGD identified, will attach all required documentation to the AF Form 1160, **Military Retirement Actions**, for forwarding to HQ AFSPC/DPPPF, through the member's wing commander and NAF/CC for MAJCOM recommendation. The required documentation consists of, but is not limited to, commander's recommendation, copies of all OPRs in the current grade, officer's response and documentation to support the OGD, i.e., court-martial package to include order, Article 32, UCMJ investigation; and record of trial; Article-15, UCMJ; action to include report of investigation, documents used by commander in deciding to administer punishment, documentation submitted by the officer, summary of any oral presentation, and copy of any appeal; or any documents applicable to a civil court conviction, base legal review, and endorsements from all commanders in the chain of command through the NAF/CC including but not limited to the wing/CC. The MPF Retirements Section/MPF Commander will notify HQ AFPC/DPPRS and HQ AFSPC/DPPPF of the pending OGD by message. This notification must be done prior to the retirement effective date to allow for an extension to the DOS to be made (if necessary).

4.3. Forwarding Recommendations. OGD cases will be forwarded (original and two copies) from the wing to the NAF to HQ AFSPC/DPPPF. Express/overnight mail service will be used by all levels for transmitting the OGD case file. Each OGD case should be forwarded to HQ AFSPC/DPPPF 150 Vandenberg St., Suite 1105, Peterson AFB CO 80914-4450, POC SSgt Black (719)554-5695, NLT 45 days after it was initiated.

4.4. Notifying HQ AFPC and HQ AFSPC. It is imperative that HQ AFPC/DPPRS receive notification by each level of the process when a case is forwarded to the next level. Every effort will be made by each level to notify HQ AFPC/DPPRS, HQ AFSPC/DPPPF and HQ AFSPC/JAG of any changes to the processing of an OGD case or its whereabouts at any given point of time. Each Thursday, until the case file reaches HQ AFSPC/DPPPF, the MPF commander will notify HQ AFSPC/DPPPF via email or fax, of the status of each case currently pending.

Chapter 5

UNFAVORABLE INFORMATION FILE (UIF) PROGRAM

5.1. Commander Responsibilities. Commanders will establish mandatory UIFs on officers who receive an Letter of Reprimand (LOR) via AF Form 1058, **Unfavorable Information File Actions**. Article-15s, court-martial or civilian court convictions are mandatory UIF documents but are not referred via AF Form 1058. Members will have 3 duty days to acknowledge establishment of the mandatory UIF. The wing commander may remove documents from an officer's UIF early, unless the document was placed in the UIF by a commander above wing level, in which case, the same level commander may remove the document early.

5.2. UIF Disposition Dates. Disposition dates for items filed in a UIF on or after 1 May 98 are as follows:

5.2.1. Court-Martial Order. UIF is mandatory - Disposition date is 4 years or PCS plus 1 year from the date sentence was adjudged, whichever is later.

5.2.2. Article-15. UIF is mandatory. Final disposition date is 2 years from the date the commander signed items 6, 7 and 8 of the AF Form 3070, **Record of Nonjudicial Punishment Proceedings (Instructions)**.

5.2.3. LOR. UIF is mandatory. Disposition date is 2 years from the date the commander signed Section V of the AF Form 1058.

5.2.4. Letter of Counseling (LOC) and Letter of Admonishment (LOA). UIF is optional. If filed in the UIF, disposition date is 2 years from the date the commander signed section V of the AF Form 1058. If not filed in the UIF, the LOC/LOA will be filed in the member's Personnel Information File (PIF).

5.2.5. Control Roster Placement. UIF is mandatory. Final disposition date is 1 year from the date the commander signed Section V of the AF Form 1058.

5.3. TDY/Deployed Unit Commander Responsibilities. Transfer of adverse information for TDY or deployed officers from the TDY or deployment locations to the parent commander is mandatory. The officer's TDY or deployed commander must notify the officer's immediate home station commander by message (info copy to HQ AFSPC/DPPPF) immediately when any adverse action occurs. The message must include appropriate details of the offense(s) which led to the action(s) and list the adverse actions taken. Since the home station immediate commander will use this message to notify the affected officer's senior rater of the circumstances, the message information must be complete. The TDY/deployed commander should make every attempt to pre-coordinate this message with the officer's immediate home station commander. TDY/deployment location commanders taking adverse actions will immediately establish a UIF/PIF as required by the type of action they take. They will also immediately forward copies of the adverse actions to the officer's home station immediate commander who will also establish/add to the UIF/PIF as required by these policy changes. TDY/deployed commanders will ensure the UIF/PIF is transmitted back to the officer's immediate home station commander when the officer departs enroute back to the home station. UIF/PIF information will not be transported from the TDY/Deployed location to the home station (or vice versa) by the affected officer. AFSPC commanders receiving UIFs from TDY

or deployment locations will immediately review them, certify their review (as well as their servicing JA's and MPF's review) and forward copies to HQ AFSPC/DPPPF.

5.4. Commander's Support Staff (CSS) UIF Monitor Responsibilities. UIF Monitors in receipt of documents from commanders or servicing JA activities that must be filed in the UIF will complete an AF Form 1137, **UIF Summary**, as shown in **Figure 5.2**, and update the system with the proper disposition date (either interim or final) as indicated in **AFI 36-2907, Unfavorable Information File (UIF) Program**, Table 2.1. When the interim date (if applicable) expires, update the final disposition date. Conduct and document the annual UIF review by the commander and JA, as well as the initial Outbound Assignments review on the AF Form 1137. A copy of all AF Forms 1137 will be forwarded to HQ AFSPC/DPPPF, 150 Vandenberg St., Suite 1105, Peterson AFB CO 80914-4450 or Fax 692-3904 upon initial entry and as changes occur. CSS UIF Monitors, MPF Career Enhancements and Outbound Assignments personnel must coordinate all officer UIF entries on the AF Form 1137 and all assignment actions manually to ensure the UIF disposition date doesn't expire prematurely.

5.5. MPF Responsibilities. MPFs will furnish CSSs a listing of their UIFs for use in documenting the annual UIF audit. Use the rosters available from PC-III or have your systems personnel create a local Direct English Statement Information Retrieval (DESIRE) using local DINS. A local DESIRE may allow you to customize this information to your commanders' needs. Career Enhancements and Outbound Assignments must manually coordinate on all UIF actions updated by the CSS UIF Monitor to ensure UIFs do not expire prematurely.

5.6. HQ AFSPC/DP Responsibilities. HQ AFPC stipulates that comments on the UIF summary must be specific, as the MAJCOM will furnish copies to them for use by their assignment personnel. HQ AFSPC/DPPPF will review all summaries upon receipt and, if they aren't specific, they will be returned to the initiating commander for immediate correction. If the type of incident on the AF Form 1137 is "conduct unbecoming an officer" which is used to describe everything from shoplifting to attempted sexual assault, do not simply state "conduct unbecoming an officer" in the summary. If the offense is shoplifting, say so, and if it's sexual assault, say sexual assault.

Figure 5.1. Flowchart - TDY/Deployed UIF Transfer Procedures.

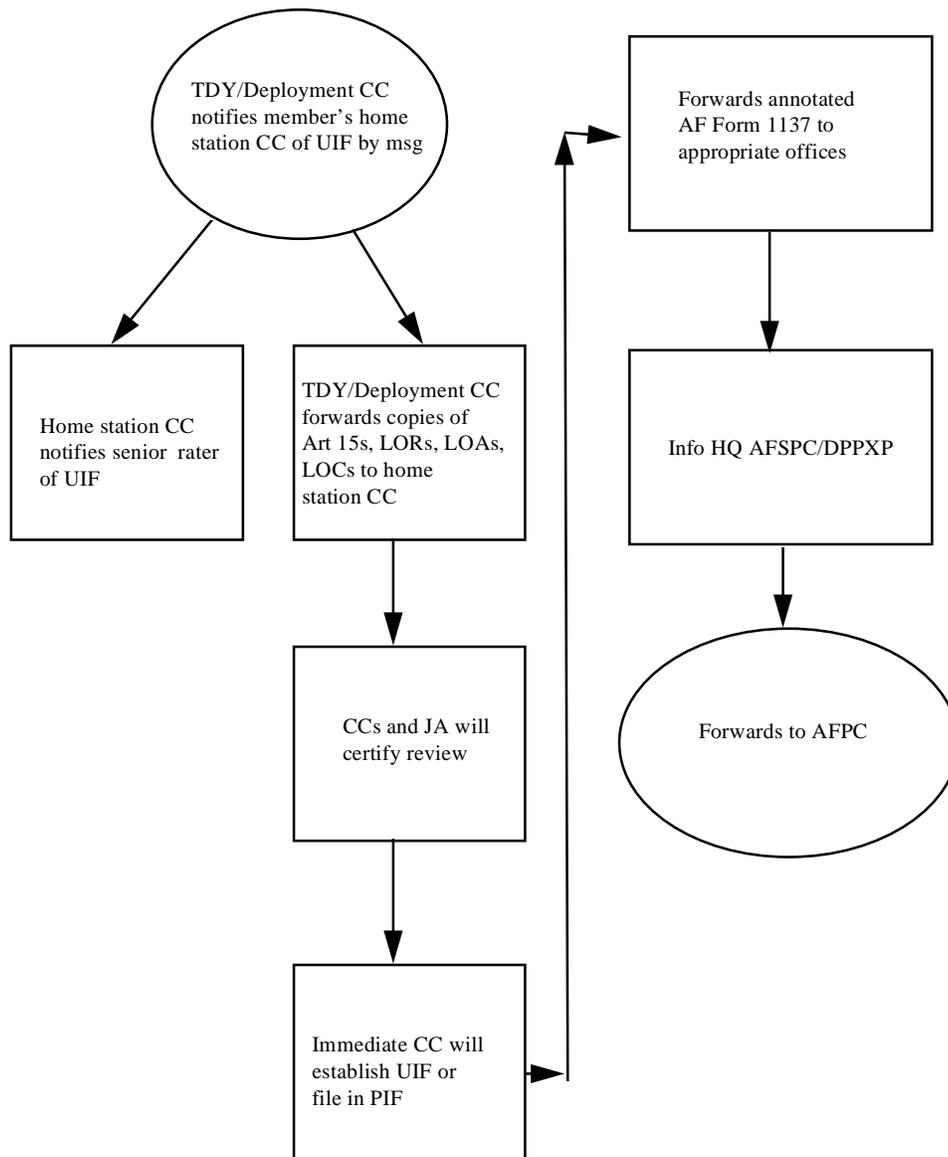


Figure 5.2. Example of AF Form 1137.

FOR OFFICIAL USE ONLY (WHEN FILLED IN) PAGE 1 OF 1

NAME (LAST, FIRST, MIDDLE INITIAL) DOE, JOHN E.		GRADE (PENCIL) CAPT	SSAN 123-45-6789	ORGANIZATION 1 TRANS SQ	STATION SCHRIEVER AFB
TYPE OF INCIDENT	DATE OF INCIDENT	SUMMARY OF INCIDENT		REVIEWER'S REMARKS SIGNATURE AND DATE	
Fraternization	1 May 98	Received Art 15, 4 May 98, forfeiture of \$750.00 pay per month for two months for fraternization. He dated an enlisted female who worked for him between 1 Oct 97 and 1 May 98. Member submitted a rebuttal on 3 May 98. Interim Disp Date: 3 Jul 98 UIF Disp Date: 3 May 00		MARY C. BROWN, Sgt, USAF NCOIC, Unit Orderly Room TOM JONES, Major, USAF Commander	

Chapter 6

OFFICER EVALUATIONS/OFFICER PERFORMANCE REPORTS (OPRS), TRAINING REPORTS (TRS), LETTER OF EVALUATIONS (LOES)

6.1. CSS Responsibilities. CSSs obtain shells for OPRs and LOEs and suspense raters to come to the CSS and review the UIF and Personnel Information File (PIF). CSSs will document the rater's review of the UIF and PIF on the OPR/LOE shell (In the absence of system generated shells, manual shells may be used and will be processed in the same way as system generated shells). CSSs may use the sample transmittal memorandum at [Attachment 8](#). CSSs receive the report from the rater. The CSS attaches the UIF and PIF to the OPR package for the commander's review. When the CSS receives a completed report package back from the senior rater, the CSS removes the UIF/PIF from the package and then forwards the OPR and shell to the servicing MPF for further processing. When UIFs and PIFs are being routed, they must be afforded sensitive handling procedures. When not actually in use they should be secured under lock and key and transmitted in sealed envelopes so only personnel with a valid need to know the contents have access to these files. Local procedures will be developed to ensure UIFs and PIFs are properly secured and transmitted in such a manner as to prevent disclosure of sensitive information.

6.2. CSS Responsibilities For Members TDY/Deployed With UIF/Derogatory PIF Info. The home station CSS will transmit copies of the existing UIF (if applicable) and the PIF files (containing derogatory information) to the TDY squadron commander NLT the member's departure for TDY. CSSs will certify transmission of these documents on the MPF's Formal Training Outprocessing Checklist. The TDY location must establish UIF (as applicable) and PIF files for TDY members with this transmitted information. UIF/PIF information will be attached to the TR shell and furnished to the TDY member's rater. Once the report is completed, CSSs then remove the UIF and PIF data and forward the report to the servicing MPF for further processing.

6.3. MPF Responsibilities. MPFs must include in their TDY departure checklists that departing officers have had their UIF/PIFs screened and whether or not records must be forwarded to the TDY/deployed location. MPFs will verify this item has been certified by the CSS on the departure checklist, prior to filing in the member's folder. MPFs should halt outprocessing and contact the departing member's commander for resolution if this requirement has not been met. MPFs process reports when received in final. They must review the shells to ensure the UIF/PIF review has been done and documented. Reports not documented will be returned to the appropriate commander for resolution.

6.4. Rater Responsibilities:

6.4.1. Raters go to the CSS and review the UIF/PIF, documenting their review on the shell furnished by the CSS. Raters complete the OPR and then forward the OPR and shell to the CSS. Raters of personnel at the TDY/deployment location review the UIF and/or PIF and document their review on the TR shell. Evaluators are no longer restricted from including comments on OPRs, TRs and LOEs about Article-15s (previously prohibited). Raters must comment on court-martial convictions in the next OPR and this OPR must be a referral. It is strongly recommended raters make OPR comments and/or referral reports for Control Roster actions taken on officers during the reporting period. Raters will document their consideration on the report shell. Raters must consider making comments on OPRs, TRs and LOEs when Article-15s, LORs, LOAs, or LOCs are present in UIFs and/or PIFs, as applicable. When raters certify their UIF and PIF review on the report shell they will also certify they

have considered comments if the UIF and PIF contain any of the derogatory information listed above. When making decisions about report comments, and/or referral actions, we recommend using the following guidelines, which are similar to those used in AF/DP Msg 071400Z Feb 96 (Accountability and the Air Force System) for filing documents in the Officer Selection Brief:

- 6.4.1.1. The impact of the misconduct on the AF mission.
- 6.4.1.2. The impact of the misconduct on the AF as an institution.
- 6.4.1.3. The relationship of the misconduct to the officer's duties.
- 6.4.1.4. The grade, rank, assignment and experience of the officer.
- 6.4.1.5. The number of separate violations, frequency of the misconduct, and the existence of any previous acts of misconduct.
- 6.4.1.6. The consequences of the misconduct such as death, injury, or loss of or damage to property.
- 6.4.1.7. The existence of any other aggravating factors.
- 6.4.1.8. The rehabilitative intent of the action, if any.

6.4.2. We also recommend considering possible future action under [AFI 36-3206](#) if HQ AFPC receives a recommendation from a promotion board that the officer should be required to show cause for retention in the Air Force and cites OPR comments as justification.

6.5. Commander Responsibilities. Commanders will document their review of the UIF and PIF on the OPR shell. Commanders then forward the complete OPR package (OPR, shell, UIF/PIF at a minimum) to the senior rater for final endorsement. Members TDY for training less than 20 weeks (TDY training of 20 weeks or more is a PCS) are subject to special rules for the processing of TRs. Commanders are responsible for ensuring these TRs are coordinated between the home station CSS and the TDY location. Members with UIFs and/or derogatory information should not be selected for TDY for training or deployment unless unusual circumstances dictate. In all such cases, the member's commander must inform the TDY or deployed location commander of the derogatory information. When the TDY member outprocesses and the TR is completed, the TDY location will transmit the UIF and PIF data received (along with data entered in files at the TDY location) back to the home station CSS. Anytime a commander is made aware of a court-martial conviction; he/she will direct or render a referral evaluation. Commanders, MPFs and JA offices must ensure timely notification of court-martial convictions is made to senior raters and to HQ AFSPC/DPPPF. Formal notification should consist of a cover letter from the commander and a copy of the court-martial order. Administrative lag time should not delay notification of the senior rater and HQ AFSPC/DPPPF.

6.6. Senior Rater Responsibilities. Senior raters review the report and the UIF/PIF, certify UIF/PIF review, endorse the report, and forward the completed OPR package back to the CSS. CSSs and MPFs will ensure all shells (OPR, TR, LOE, and PRFs) are annotated with the standard review and certification statement shown in [Attachment 9](#).

Figure 6.1. Flowchart - UIF/PIF Review for Evaluation Procedures.

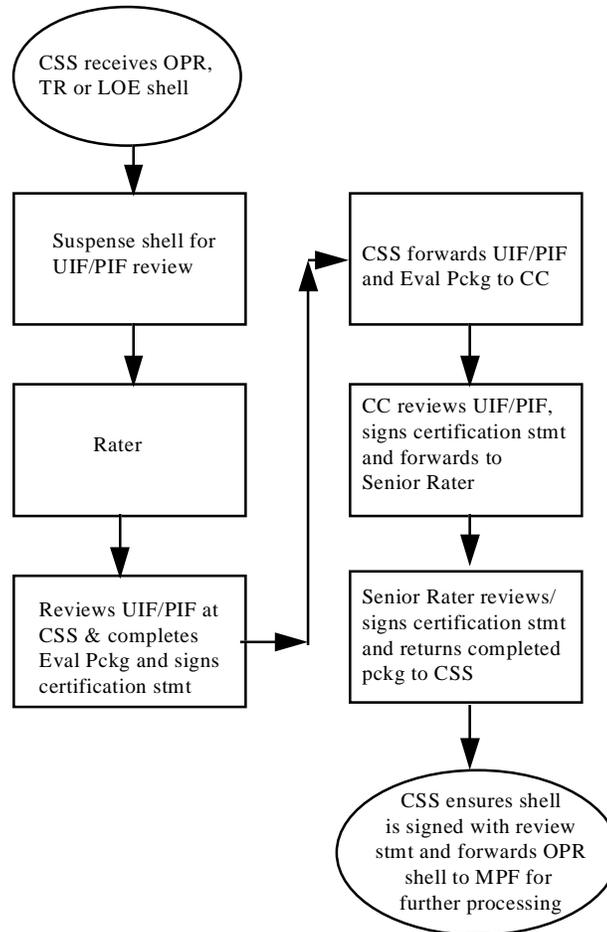
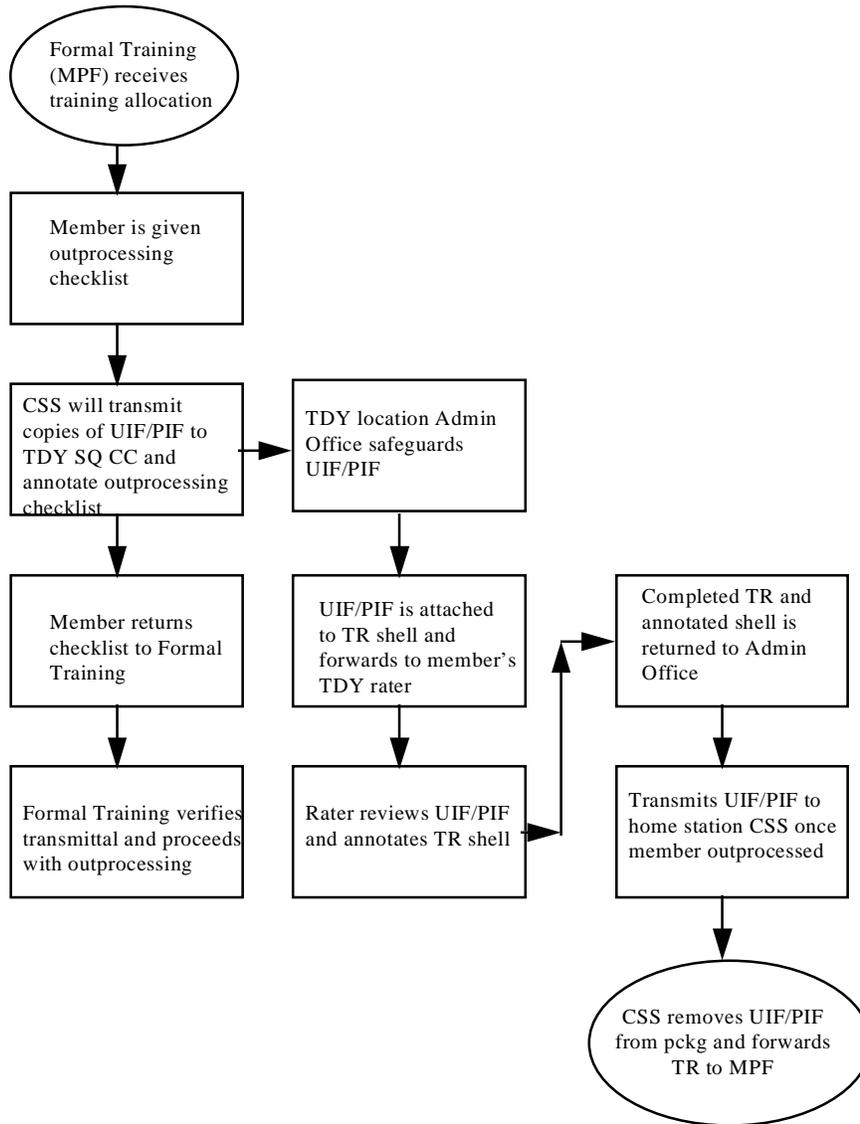


Figure 6.2. Flowchart - UIF/PIF Review for Training Reports (TDY).



Chapter 7

OFFICER EVALUATIONS/PROMOTION RECOMMENDATION FORMS (PRFS)

7.1. MPF Responsibilities. Servicing MPF Career Enhancement Elements obtain Management Eligibility Listings (MELs) and PRF shells from the personnel data system for current promotion boards. Career Enhancement forwards PRF shells, Records of Performance (ROPs), MELs, and UIFs/PIFs to the appropriate senior rater.

7.2. Senior Rater Responsibilities:

7.2.1. Ensure UIFs/PIFs are reviewed prior to completing PRFs. Senior raters certify the review on the PRF shells. Senior raters return UIFs/PIFs to the MPF. **NOTE:** Senior raters may obtain information and advice from a subordinate rater when preparing a PRF. If a subordinate commander or rater is asked to provide input on a PRF, he/she must also review the officer's UIF/PIF before providing their input. Senior raters complete the PRFs and carefully consider making comments concerning derogatory information. When making decisions concerning PRF comments, we recommend using the following guidelines, which are similar to those used in AF/DP Msg 071400Z Feb 96 (Accountability and the Air Force System) for filing documents in the Officer Selection Brief:

7.2.1.1. The impact of the misconduct on the Air Force Mission.

7.2.1.2. The impact of the misconduct on the Air Force as an institution.

7.2.1.3. The relationship of the misconduct to the officer's duties.

7.2.1.4. The grade, rank, assignment and experience of the officer.

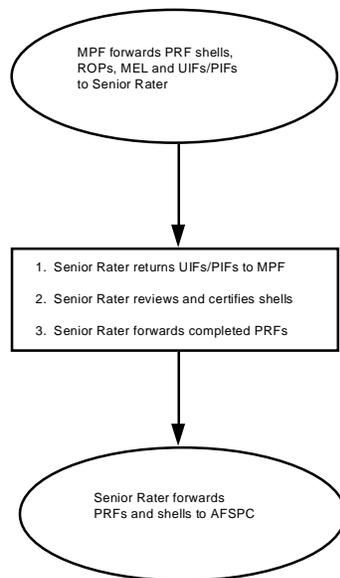
7.2.1.5. The number of separate violations, the frequency of the misconduct, and the existence of any previous acts of misconduct.

7.2.1.6. The existence of any other aggravating factors.

7.2.1.7. The rehabilitative intent of the action, if any.

7.2.2. We also recommend considering possible future action under [AFI 36-3206](#) if HQ AFPC receives a recommendation from a promotion board that the officer should be required to show cause for retention in the Air Force and cites the PRF comments as justification. The senior rater then forwards the certified shells, MEL and PRFs to the MAJCOM for further processing. The senior rater returns ROPs to the MPF. Evaluators are no longer restricted from including comments on PRFs about Article-15s (previously prohibited). If an officer has been convicted by court-martial, comment on that fact is mandatory on the officer's next PRF for subsequent Below the Promotion Zone (BPZ) and In the Promotion Zone (IPZ) consideration to the next higher grade. If a court-martial occurs after an officer is nonselected in the promotion zone, comment on the PRF is mandatory for the next promotion consideration. **Note: The above pertains to captains and above. PRFs are only proposed on 1st Lts if the senior rater does not recommend individual for promotion to captain.**

Figure 7.1. Flowchart - UIF/PIF Review for PRFs.



NOTE:

Senior raters may obtain information and advice from a subordinate rater when preparing a PRF. If a subordinate commander or rater is asked to provide an input on a PRF, they must also review the officer's UIF/PIF before providing their input.

Chapter 8

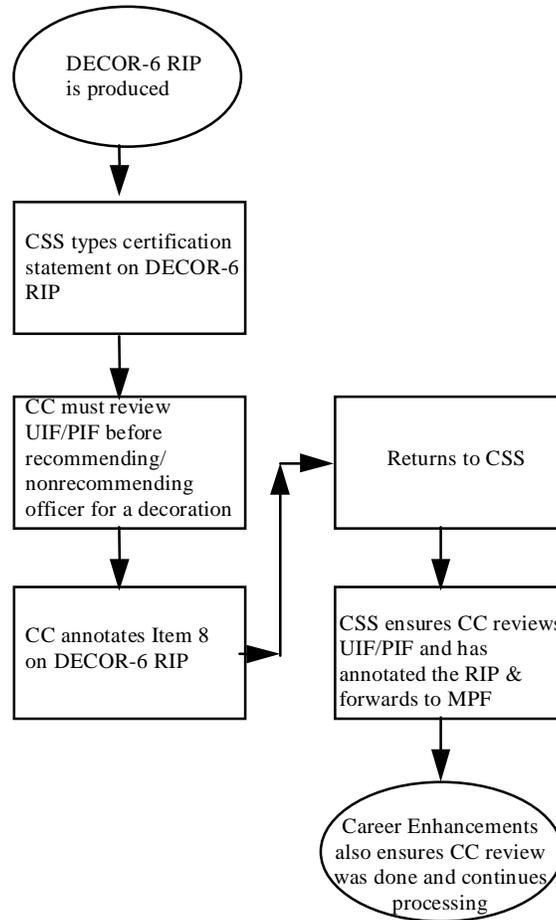
AWARDS AND DECORATIONS

8.1. Commander Responsibilities. Commanders (this authority will not be delegated within AFSPC) must review the UIF (if applicable) and PIF and document this review by signing Item 8 of the DECOR 6 Report on Individual Personnel (RIP) on all officers when recommending/nonrecommending the officer for a decoration.

8.2. CSS Decorations Monitor Responsibilities. In all cases, ensure the commander reviews the UIF (if applicable) and PIF and certifies by signing the DECOR 6.

8.3. MPF Career Enhancements Responsibilities. Review DECOR 6 to ensure UIF (if applicable) and PIF review was done and documented prior to processing decoration. If review was not done or documented, return package to CSS.

Figure 8.1. Flowchart - Awards and Decorations Procedures.



Chapter 9

ASSIGNMENTS

9.1. CSS Responsibilities. If an officer with a current UIF receives an assignment voluntarily or involuntarily, do not allow the UIF to expire prematurely. CSS UIF Monitors, MPF Career Enhancements and Outbound Assignments personnel must coordinate on all officer UIF actions. Coordination will be done on the AF Form 1137. Assignment actions must be worked manually to ensure UIF disposition dates do not expire prematurely. Re-update the disposition date to reflect report no later than date (RNLTD) plus 1 year (court-martial only). The gaining CSS UIF monitor will make the appropriate date adjustments when the officer arrives on station. New disposition date will be 4 years from the date the commander signed the AF Form 1058 or Date Arrived Station (DAS) plus 1 year, whichever is later (court-martial only).

9.2. HQ AFSPC/DP Responsibilities . HQ AFSPC/DPA will be AFPC's primary Point of Contact (POC) for assignments-related issues. If an officer with a UIF is placed on assignment, HQ AFSPC/DPAO will forward a notification memorandum to HQ AFSPC/DPPPF requesting the officer's UIF summary be forwarded to HQ AFSPC/DPAO. HQ AFSPC/DPPPF will endorse the memorandum with the date the actions were completed and return to HQ AFSPC/DPAO.

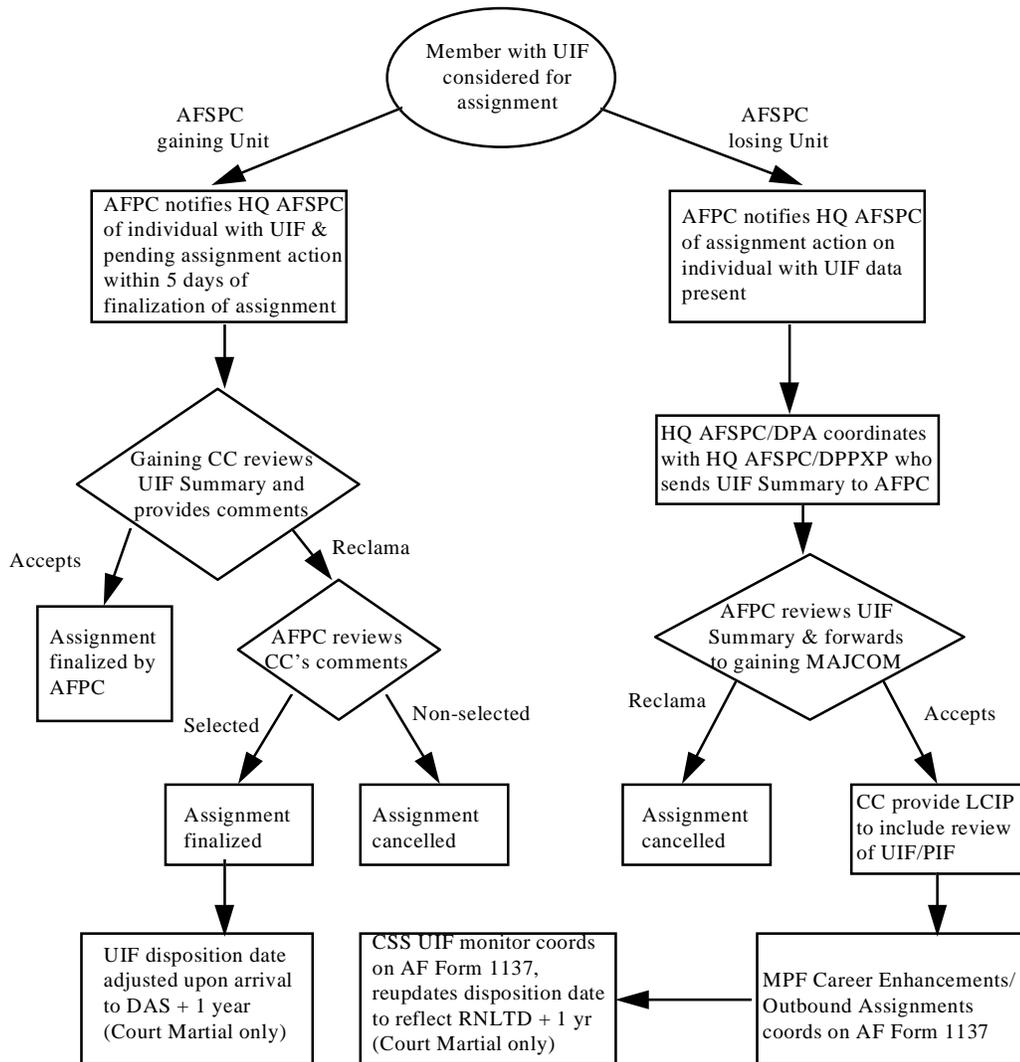
9.3. AFPC Responsibilities. Within 5 duty days of an assignment being finalized by HQ AFPC that involves an officer with a UIF, HQ AFPC will notify the gaining commander through HQ AFSPC/DPA.

9.4. Gaining Unit Commander Responsibilities. The gaining unit commander may initiate an appeal of the assignment of an officer with a UIF under RECLAMA procedures found in [AFI 36-2110](#), *Assignments*. Commanders contemplating such actions must notify HQ AFSPC/DPA immediately for coordination and assistance. If the gaining commander initiates RECLAMA action, HQ AFPC will review the commander's comments and either proceed with the assignment or discontinue the assignment action. HQ AFPC will notify HQ AFSPC/DPA, who then notifies the affected commander of the decision.

9.5. Losing Unit Commander Responsibilities. Losing unit commanders must review both the UIF and PIF prior to making a Commander's Involvement Program (CIP) recommendation on any officer's assignment. UIF review will be accomplished and documented on the AF Form 1137. Commanders add a statement to the CIP stating that they have reviewed the UIF (if applicable) and PIF for each CIP recommendation they make.

9.6. MPF Outbound Assignments Responsibilities. HQ AFPC plans to modify the assignment notification RIP to include a reminder to commanders to review the UIF/PIF. In the interim, MPF Outbound Assignments personnel ensure CSS personnel manually add a certification statement to all assignment notification RIPS so commanders may document their review of the UIF/PIF on all officer assignment actions.

Figure 9.1. Flowchart - Assignment Procedures.



Chapter 10

FILING ADVERSE ACTIONS IN OFFICER SELECTION RECORDS (OSR)

10.1. HQ AFSPC/DP Responsibilities. Court-martial orders dated 1 Feb 96 or later will be permanently retained in the OSR and Officer Command Selection Record (OCSRGP) for all officer personnel. Effective 1 Feb 96, senior raters have the option to file Article-15 and LOR actions in the member's OSR/OCSRGP. Officers may request removal after one IPZ/Above the Promotion Zone (APZ) promotion consideration.

10.2. Affected Officer Responsibilities. After one IPZ/APZ consideration the officer may appeal via memorandum for removal to the review authority (senior rater) who placed the Article-15 or LOR in the OSR and OCSRGP (or to the successor in command of equal or higher grade). If an officer does not appeal to have Article-15/LOR removed from the OSR/OCSRGP, the Article-15/LOR will remain on file until the officer retires, separates, or dies.

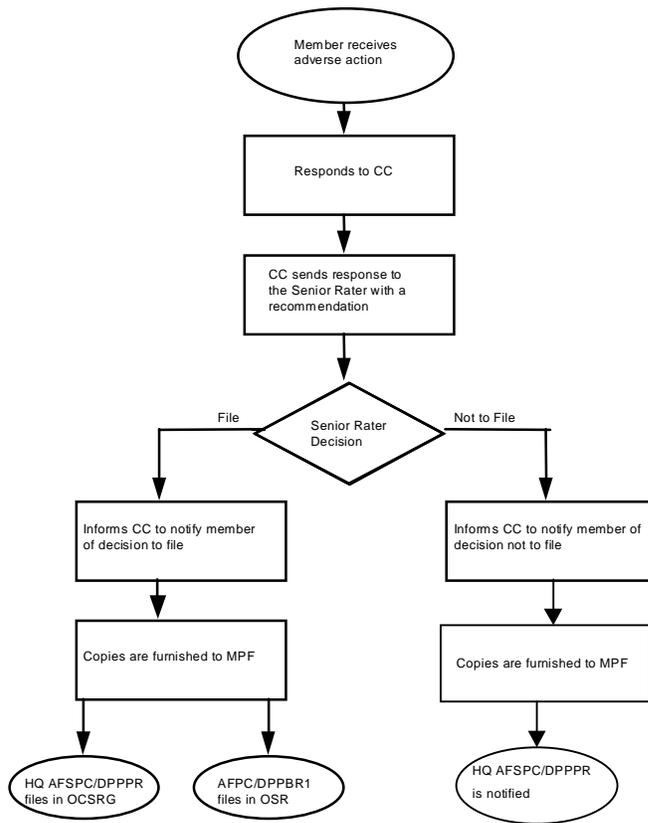
10.3. Immediate Commander Responsibilities. Notify officer by memorandum that the officer's senior rater will decide whether or not to file the Article-15 or LOR in the OSR/OCSRGP. Allow officer 3 duty days to respond with written comments regarding why it should not be filed. Commander forwards response and documents with recommendation to senior rater for decision. When documents are to be filed in the OSR/OCSRGP, commanders provide a copy of the decision memorandum to officer. The original decision memorandum and documentation to be filed goes to MPF Career Enhancement. If the decision is not to file, the commander gives the original decision memorandum to the officer and provides written notification to MPF Career Enhancement.

10.4. Senior Rater Responsibilities. Reviews package and decides whether or not to file Article 15 or LOR in OSR/OCSRGP. The senior rater returns the decision memorandum to the individual's commander, who provides a copy to the officer. The decision to file or not to file made by the senior rater is not subject to review. If the senior rater is not an Air Force officer (whether in a joint command or otherwise), the officer's senior rater will make the decision to file or not to file after review by the Air Force Advisor. Senior raters should consider the following when making a decision on whether or not to file:

- 10.4.1. The impact of the misconduct on the Air Force mission.
- 10.4.2. The impact of the misconduct on the Air Force as an institution.
- 10.4.3. The relationship of the misconduct to the officer's duties.
- 10.4.4. The grade, rank, assignment and experience of the officer.
- 10.4.5. The number of separate violations, the frequency of the misconduct, and the existence of any previous acts of misconduct.
- 10.4.6. The existence of any other aggravating factors.
- 10.4.7. The rehabilitative intent of the Article-15/LOR, if any. We also recommend considering possible actions under [AFI 36-3206](#) if HQ AFPC receives a recommendation from a promotion board that the officer should show cause for retention in the Air Force and cites derogatory information in the OSR as justification.

10.5. MPF Responsibilities. When senior raters decide to file documents in the OSR and OCSRGp, Career Enhancement reviews the documentation and forwards original copies of the notification and decision memorandums, Article-15/LOR, and the officer's written comments to HQ AFPC/DPPBR1 and copies of these documents to HQ AFSPC/DPPPR. When the decision is not to file, Career Enhancements ensures HQ AFSPC/DPPP is notified. When Career Enhancement receives an approved appeal, they forward the original to HQ AFPC/DPPBR1 and a copy to HQ AFSPC/DPPPR who then removes the documentation from the OSR.

Figure 10.1. Flowchart - Filing Adverse Action in OSRs.



BOBBIE GERVAIS, Col, USAF
Director of Personnel

Attachment 1**GLOSSARY OF REFERENCES, ABBREVIATIONS AND ACRONYMS*****References***

AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*

AFI 31-501, *Personnel Security Program Management*

AFPD 36-32, *Military Retirements and Separations*

AFI 36-2110, *Assignments*

AFI 36-2402, *Officer Evaluation System*

AFI 36-2501, *Officer Promotions and Selective Continuation*

AFI 36-2608, *Military Personnel Records System*

AFI 36-2907, *Unfavorable Information File (UIF) Program*

AFI 36-3003, *Military Leave Program*

AFI 36-3203, *Service Retirements*

AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers*

AFI 36-3207, *Separating Commissioned Officers*

AFI 36-3212, *Physical Evaluation for Retention, Retirement and Separation*

AFI 37-132, *Air Force Privacy Act Program*

AFI 48-123, *Medical Examination and Standards*

AFI 90-301, *Inspector General Complaints*

Abbreviations and Acronyms

ADC—Area Defense Counsel

AF—Air Force

AFDW—Air Force District of Washington

AFI—Air Force Instruction

AFOSI—Air Force Office of Special Investigation

AFPB—Air Force Personnel Board

AFPC—Air Force Personnel Center

AFSPC—Air Force Space Command

APZ—Above the Promotion Zone

BOI—Board of Inquiry

BPZ—Below the Promotion Zone

CC—Commander
CIP—Commander’s Involvement Program
CSAF—Chief of Staff, Air Force
CSS—Commander’s Support Staff
DAS—Date Arrived Station
DD—Department of Defense
DESIRE—Direct English Statement Information Retrieval
DIN—Data Identification Number
DOS—Date of Separation
DRU—Direct Reporting Unit
DSN—Defense Switched Network
FOA—Field Operating Agency
GCM—General Court Martial
IPZ—In the Promotion Zone
LOA—Letter of Admonishment
LOC—Letter of Counseling
LOE—Letter of Evaluation
LOR—Letter of Reprimand
MAJCOM—Major Command
MEL—Management Eligibility Listing
MPF—Military Personnel Flight
MPRGP—Master Personnel Record Group
NAF—Numbered Air Force
NOTAM—Notice to Airmen
NQP—Not Qualified for Promotion
OGD—Officer Grade Determination
OPR—Officer Performance Report
OCSRGp—Officer Command Selection Record Group
OSR—Officer Selection Record
PCS—Permanent Change of Station
PDS—Personnel Data System
PIF—Personnel Information File

PRF—Promotion Recommendation Form

POC—Point of Contact

PODB—Probationary Officer Discharge Board

RILO—Resignation in Lieu of

RIP—Report on Individual Personnel

RNLTD—Report Not Later Than Date

ROP—Record of Performance

SAF—Secretary of the Air Force

SAFPC—Secretary of the Air Force Personnel Council

SCA—Show Cause Authority

SCI—Sensitive Compartmented Information

SF—Standard Form

SIOP-ESI—Single Integrated Operational Plan-Extremely Sensitive Information

SJA—Staff Judge Advocate

SOUIF—Senior Officer Unfavorable Information File

TAFCS D—Total Active Federal Commissioned Service Date

TDY—Temporary Duty

TFCSD—Total Federal Commissioned Service Date

TMO—Traffic Management Office

TR—Training Report

UCMJ—Uniform Code of Military Justice

UIF—Unfavorable Information File

UOTH C—Under Other Than Honorable Conditions

USAF A—United States Air Force Academy

Attachment 2

AFI 36-3206, ADMINISTRATIVE DISCHARGE PROCEDURES FOR COMMISSIONED OFFICERS PROCESSING WORKSHEET

(With Expected Processing Time (Days Allowed) Objectives)

GRADE/NAME/SSAN: _____

PROBATIONARY _____ **NONPROBATIONARY** _____

Table A2.1. Worksheet.

Action	Days Allowed	Date Required	Date of Action	Days Taken	Explanation For Delay
A. Recommendation, Initiation, Acknowledgment, and Response:	N/A	N/A	N/A	N/A	N/A
.Personnel and SJA staffs and Consulted commander	N/A	N/A		N/A	
2. Commander recommended action	N/A	N/A		N/A	
3. Action initiated	N/A	N/A		N/A	
4. Officer acknowledged receipt	1				
5. Officer requested delay	5				
6. MAJCOM granted delay	5				
Officer's Response:					
.Intends to resign or apply to retire: GO TO B	10				
.Does not intend to resign or apply To retire: GO TO C	10				
B. Resignation/Retirement:					
9. Date submitted	10				
10. Wing commander's endorsement	10				
11. NAF/CC endorsement	10				
12. AFSPC/CV endorsement	10				
13. Case sent to HQ AFPC	5				
14. Case sent to SAFPC	5				
C.Show-Cause Authority Notification And Officer's Reply:					
.Notified officer to show cause for retention on active duty: GO TO D	3				
.Notified probationary officer; Recommended honorable discharge: GO TO E	3				
.Notified probationary officer; Recommended general discharge: GO TO G	3				

Table A2.2. Worksheet Continued.

Action	Days Allowed	Date Required	Date of Action	Days Taken	Explanation For Delay
D. Officer's response:	N/A	N/A	N/A	N/A	N/A
.Intends to apply for discharge/ Retirement: GO TO F	5				
.Does not intend to apply for Discharge/retirement: GO TO H	5				
E. Chapter 6:	N/A	N/A	N/A	N/A	N/A
20. Officer acknowledgement	1				
21. MAJCOM endorsement	5				
22. Case sent to HQ AFPC/DPPRS	5				
.Case sent to SAFPC thru HQ USAF/JAJM	5				
F. Discharge or Retirement:	N/A	N/A	N/A	N/A	N/A
24. Date applied	10				
25. Wing Commander's endorsement	10				
26. NAF/CC endorsement	10				
27. MAJCOM endorsement	10				
28. Case sent to HQ AFPC	5				
29. Case sent to SAFPC	5				
G. PODB	N/A	N/A	N/A	N/A	N/A
30. PODB convened	1				
31. MAJCOM receives PODB report	5				
32. Officer notified of PODB report	N/A				
.PODB recommended honorable or General discharge: GO TO E	N/A	N/A	N/A	N/A	N/A
.PODB recommended referring case To BOI: GO TO H	N/A	N/A	N/A	N/A	N/A
H. BOI	N/A	N/A	N/A	N/A	N/A
.BOI convening date set (as a rule, BOI date is 30 days from date officer is notified to show cause)	5				
.Officer notified of BOI place/date (at least 10 days before BOI date)	10				
37. Officer requested delay	5				
38. MAJCOM granted delay	5				

Table A2.3. Worksheet Continued.

Action	Days Allowed	Date Required	Date of Action	Days Taken	Explanation-For Delay
39. BOI convened	35				
40. BOI report transcribed	30				
.Officer received BOI copy (Provide copy and get officer's acknowledgment before forwarding BOI case to MAJCOM)	3				
42. Officer rebutted BOI report	10				
.MAJCOM response to officer's Rebuttal	10				
43. Case sent to HQ AFPC/DPPRS	5				
.Case sent to SAFPC thru HQ USAF/JAJM	5				

Attachment 3

BOARD OF INQUIRY CHECKLIST

Officer's Grade, Name, SSAN_____
(MAJCOM)_____
(Date)

Table A3.1. Checklist.

	Yes	No
1. Is there a Memorandum of Notification?		
2. Was AFI 31-501 applicable, (AFI 36-3206, para 4.10)?		
3. Is there a base legal review (AFI 36-3206, para 4.14.2.1)?		
4. Is there an SF 88/93 or AF Form 422 (separation physical)?		
5. Is there a SCA Memorandum and Statement of Reasons		
6. Is there a copy of the order convening the BOI under the authority of the SAF?		
7. Did at least 30 days elapse between show cause notification and convening of BOI?		
8. Was the officer furnished military counsel?		
9. If the respondent is a Regular officer, are all BOI members Regular Officers in a grade above Lt Col and senior in grade to the respondent?		
10. If the respondent is a Reserve officer, was at least one BOI member a Reserve officer and were all members in a grade above Lt Col and senior to the respondent? The Reserve member does not have to be on the active-duty list and can be in a grade above Capt and senior to the respondent if a Reserve officer in grade above Lt Col is not available.		
11. Were all appointed members present or accounted for?		
12. Was respondent advised of his/her rights?		
13. Is there a specific finding for each allegation?		
14. Did BOI members recommend the character of discharge?		
15. Did all members sign the findings and recommendation?		
16. Did the legal advisor sign the BOI proceedings report?		
17. Was a statement indicating date respondent received authenticated BOI proceedings attached to the report?		
18. Is there a rebuttal or corrections to the BOI report? If not, was the officer or ADC contacted to make sure none is being submitted before sending case to AFPC?		

Attachment 4

CASES

Figure A4.1. Tabbing and Labeling of Cases.

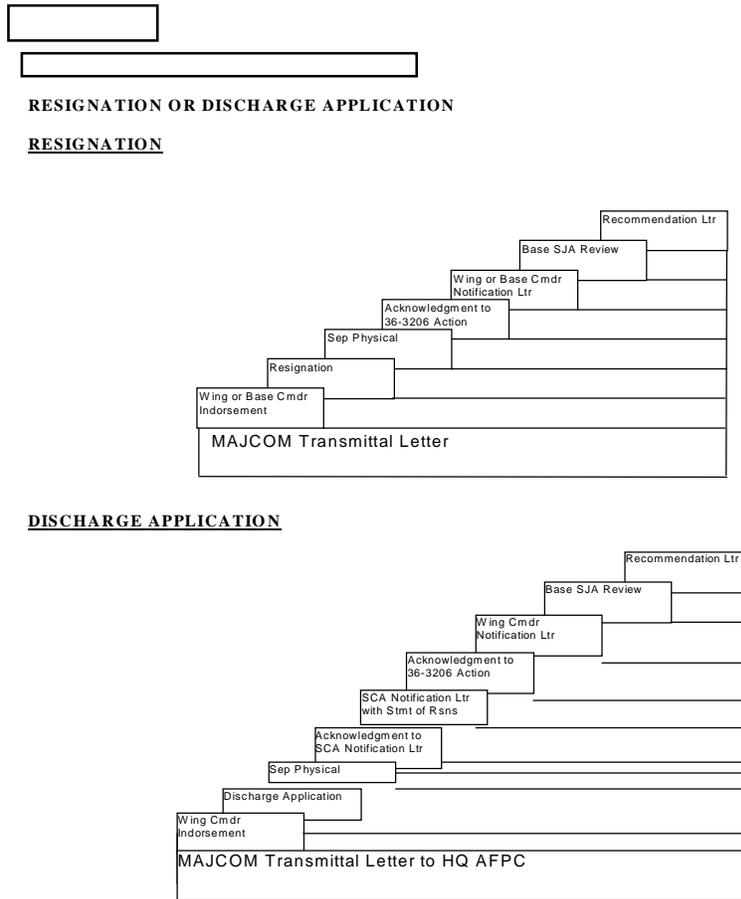


Figure A4.2. Example.

**TABBING AND LABELING AFI 36-3206, ADMINISTRATIVE DISCHARGE
PROCEDURES FOR COMMISSIONED OFFICERS, CHAPTER 6 CASE FILES**

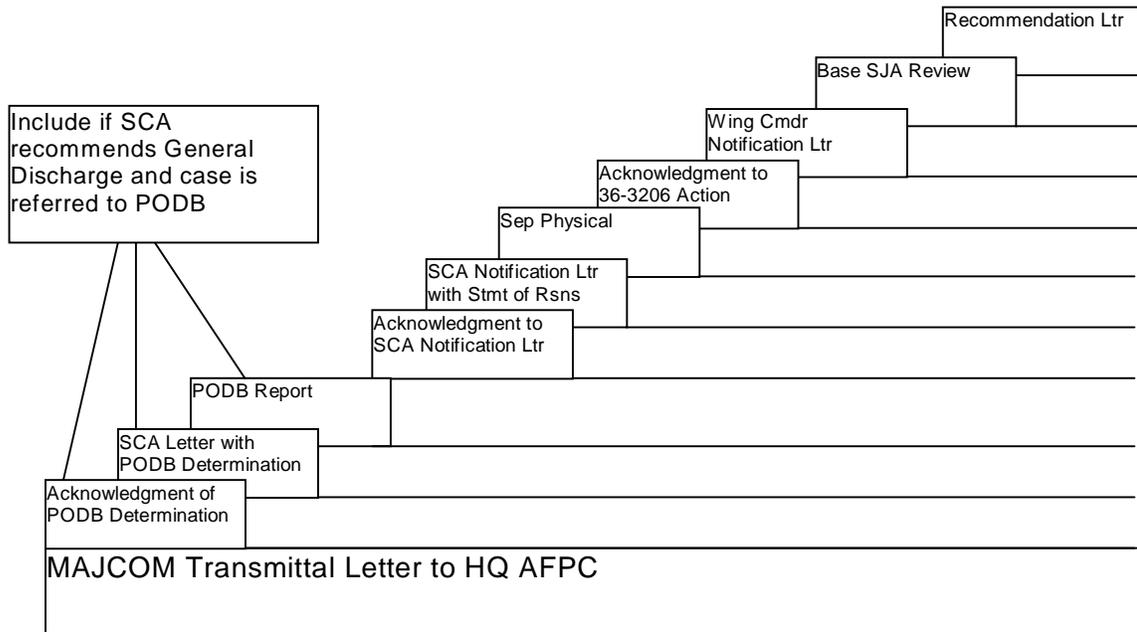


Figure A4.3. BOI Case Sample.

TABBING AND LABELING OF BOI CASE

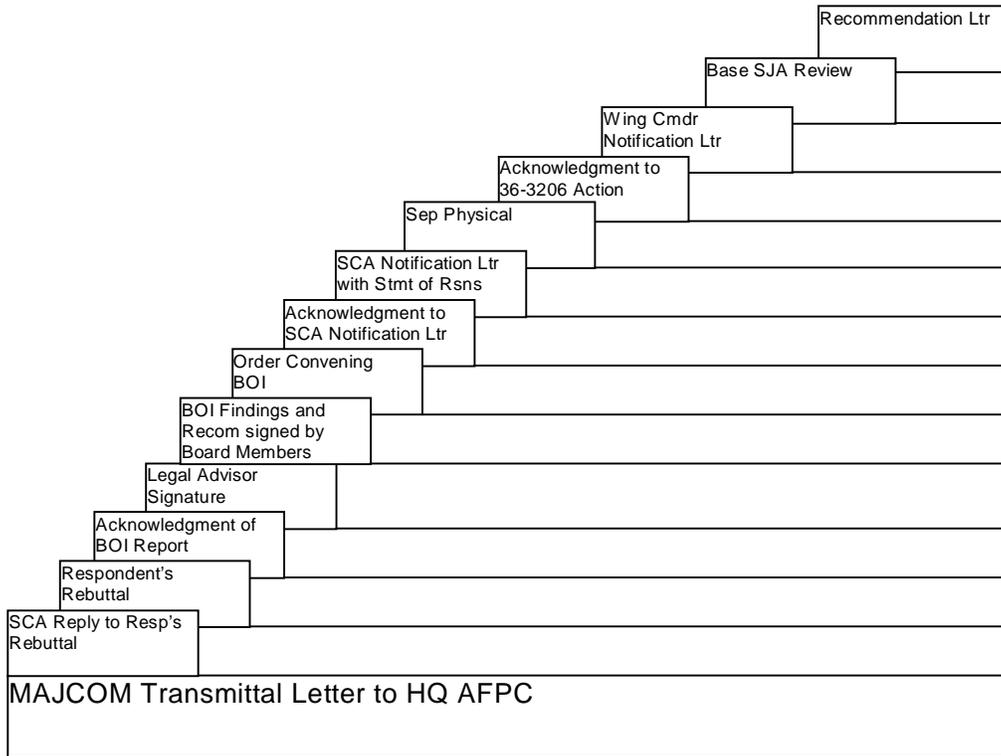
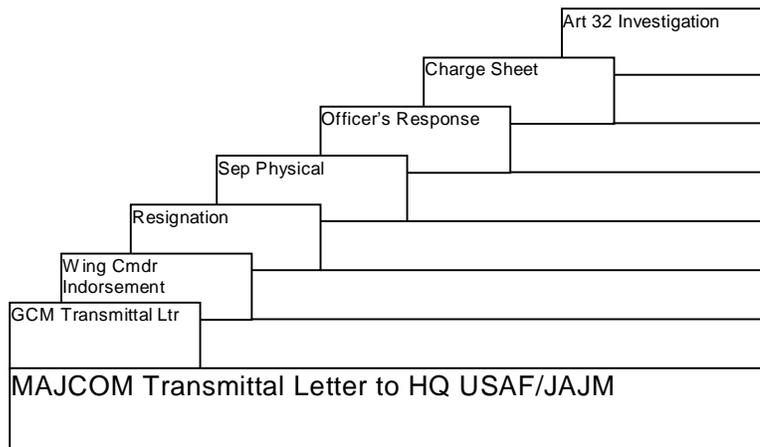


Figure A4.4. Good of Service Sample.

TABBING AND LABELING
RESIGNATION FOR THE GOOD OF THE SERVICE



Attachment 5**OFFICER GRADE DETERMINATION RECOMMENDATION MEMORANDUM SAMPLE**

1. I have reviewed the member's military record and have answered the following:
 - a. Officer has/has not had a court-martial conviction
 - b. Officer has/has not had a civil court conviction for misconduct involving moral turpitude.
 - c. Officer has/has not been punished pursuant to Article 15, UCMJ, within 2 years of this retirement application.
 - d. I have considered all the other factors regarding an OGD in this officer's case and I do/do not find another basis for an officer grade determination.
2. I understand if any item in 1a through 1d are answered affirmatively an OGD is required.

//commander's signature element//

Attachment 6

COMMANDER’S ACTION MATRIX

Table A6.1. Matrix.

Com- mander’s Action	EVALUATION		PROMOTION		UIF		PIF	
	Referral OPR	OPR Com- ments	PRF Com- ments	OSR Filing	Filing	Dispo- sition	Filing	Dispo- sition
Court-Ma- rtial	Mandato- ry	Mandato- ry	Mandato- ry	Manda- to- ry-Perm- anent	Man- datory	4 yrs/ PCS +1*	N/A	N/A
Article 15	Consider	Must Consider	Must Consider	Consid- er - IPZ+Ap peal	Man- datory	2 yrs	N/A	N/A
Letter of Repri- mand	Consider	Must Consider	Must Consider	Option- al - IPZ+Ap peal	Man- datory	2 yrs	N/A	N/A
Letter of Admon- ishment	Consider	Must Consider	Must Consider	N/A	Op- tional	2 yrs	Man- datory if not in UIF	De- stroy upon PCS
Letter of Counsel- ing	Consider	Must Consider	Must Consider	N/A	Op- tional	2 yrs	Man- datory if not in UIF	De- stroy upon PCS
Control Roster	Strongly Recom- mended	Strongly Recom- mended	Strongly Encour- aged	N/A	Man- datory	1 yr	N/A	N/A
*Which- ever is later								

Attachment 7**CSS MEMORANDUM TO SENIOR RATER SAMPLE**

MEMORANDUM FOR: (Rater or Senior Rater, as applicable)

FROM: Unit Personnel Office

SUBJECT: Memorandum of Transmittal

The attached (Officer Performance Report, Officer Training Report, Promotion Recommendation Form) notice is forwarded for your action.

(For Rater and Rater's Rater) You are reminded that you'll need to visit the Unit Personnel Office and review the individual's UIF (if applicable) and PIF prior to completing the evaluation of recommendation. Document your review of the UIF/PIF on the attached shell by completing the statement found on the shell.

(For Senior Rater) Attached you'll find the (draft OPR/TR/PRF) on _____. We've also included in a sealed envelope, the UIF (if applicable) and PIF on this officer. Document your review of the UIF/PIF on the report shell prior to completing this report. Forward the UIF/PIF information back to the CSS in a sealed envelope and the report to the CSS/MPF as appropriate.

SIGNATURE ELEMENT

Attachments:

1. OPR/TR/PRF Shell
2. UIF (if applicable)
3. PIF

Attachment 8

SAMPLE CERTIFICATION STATEMENT

(ADD TO OPR/TR/PRF SHELLS PIF/UIF REVIEW CERTIFICATION. OPTIONAL ADVERSE COMMENTS WERE CONSIDERED.)

_____ (RATER)	_____ (DATE)
_____ (ADDITIONAL RATER)	_____ (DATE)
_____ (UNIT COMMANDER)	_____ (DATE)
_____ (SENIOR RATER)	_____ (DATE)

Attachment 9**ACCOUNTABILITY CHANGES**

A9.1. General. Provide comprehensive review of the content of CSAF, AF/DP, and HQ AFPC Accountability, Personnel Policy Review, Air Force Personnel System and Implementation Instructions for the Accountability and Personnel Policy Review messages.

A9.2. Methodology. Use CSAF message as basic document to establish four areas of concern (DOCUMENTATION, ASSIGNMENTS, AWARDS AND DECORATIONS, and TRANSFER OF ADVERSE INFORMATION) common to all three references. Next step was to capture each message OPR's comments about these specific subjects.

A9.3. References. CSAF NOTAM 98-2; AFPC/CC Msg, 121300Z May 98, Implementation Instructions for Accountability Enhancements

A9.4. Background. In February 1996, enhanced accountability procedures were implemented for officer personnel. At Corona South in 1998, CSAF and each of the other four-star generals in the Air Force discussed making some minor adjustments to the Officer UIF and Accountability Program. These adjustments were meant to enhance commander prerogative in disciplinary matters, while encouraging prudent consultation from a broad range of experienced advisors (legal, personnel, fellow commanders, superiors and others), taking care to protect individual privacy rights and avoid inappropriate command influence, and to also introduce more commander options in the personnel process as it regards accountability. The CSAF announced these changes in his Notice to Airmen (NOTAM) 98-2 in April, 1998. The changes are effective 1 May 1998. These changes do not affect Senior Officer Unfavorable Information File (SOUIF) procedures prescribed in AFI 36-2402, *Officer Evaluation System*, and AFI 90-301, *Inspector General Complaints*.

A9.5. Documentation:**A9.5.1. UIF/Control Roster Effect on Evaluations:**

A9.5.1.1. Documentation changes affect OPRs, PRFs, OSRs, UIFs and PIFs.

A9.5.1.2. Commanders, raters and senior raters are required to review the UIF and PIF prior to completing an officer's performance report (OPR, TR, or LOE) or PRF.

A9.5.1.3. Raters must consider making comments on PRFs, OPRs and TRs when an officer receives adverse actions such as an Article-15, LOR, LOA or LOC.

A9.5.1.4. OPR and PRF comments are strongly recommended if the officer is placed on the Control Roster during the reporting period. If OPR comments are made, the report must be referred.

A9.6. UIF Filing/Disposition:

A9.6.1. Court-martial orders, Article-15 documents and LORs are mandated for file in UIFs. Court-martial orders will remain on file for a period of 4 years or a PCS move plus one year, whichever occurs later. Article-15 documents and LORs remain on file for 2 years. The wing commander may remove a UIF document early, unless the document was filed by a commander above wing level, in which case the same level commander may remove it early. LOAs and LOCs are optional for file

in UIF. If not filed in the UIF, they are mandatory for file in the PIF and remain until the officer's next PCS move or separation. No change in UIF filing requirement for Control Roster action.

A9.7. UIF System Updates:

A9.7.1. Unit commanders and JA are required to review all officer UIFs annually. UIF monitors must ensure the unit commander and JA officer indorse an officer UIF roster (obtain via PC-III) after they review the files.

A9.7.2. UIF Monitors conduct an audit of their officer UIF files to capture any UIF data received on or after 1 Feb 96 in order to readjust PDS/PC-III to reflect the new disposition date.

A9.7.3. All AF Forms 1137 on officers must be forwarded to the MAJCOM/DPP IAW AFI 36-2907, Table 2.3. Comments on the UIF summary must be specific as they will be used by AFPC assignment personnel who will obtain copies from the MAJCOM as needed.

A9.8. Court-Martial/Article-15 - Effect on Evaluations:

A9.8.1. Comments on the officer's behavior/conduct are mandatory in the next OPR when the officer is convicted by a court-martial conviction and the report must be referred.

A9.8.2. Raters must consider OPR comments when the officer receives an Article-15, LOR, LOA or LOC.

A9.8.3. Comments on court-martial conviction are mandatory on next PRF for BPZ and IPZ and if conviction is after the nonselection, comment on next PRF is mandatory.

A9.8.4. Commanders consider PRF comments when officers get Article-15s, LOR, LOA, and LOCs.

A9.8.5. Evaluators are not restricted from including comments about Article-15s on OPRs, TRs, LOEs or PRFs.

A9.9. Court-Martial/Article-15 - Filing/Disposition:

A9.9.1. Disposition of information being filed in the OSR also changes. Court-martial orders are permanently filed in the OSR. Article-15s and LORs may be filed in the OSR. In making the decision to file an Article-15 in the OSR, commanders are provided with the following guidelines. Commanders must hold people accountable for their actions and take appropriate actions when standards are not met. Commanders must document misconduct which reflects departure from the core values of the Air Force (integrity, service before self, and excellence in all we do) and conduct which reflects an intentional disregard of the law, whether civil law or the Uniform Code of Military Justice. Failure to take appropriate disciplinary action and document misconduct does a disservice to all officers competing for promotion. In making the decision to place an Article-15 in the OSR, commanders should consider:

A9.9.1.1. Impact of misconduct on AF mission.

A9.9.1.2. Impact of misconduct on AF as institution.

A9.9.1.3. Relationship of misconduct to officer's duties.

A9.9.1.4. Grade, rank, assignment, and experience of officer

A9.9.1.5. Number of separate violations, frequency of misconduct, and existence of previous acts of misconduct.

A9.9.1.6. Consequences of misconduct such as death, injury or damage to property.

A9.9.1.7. Existence of aggravating factors.

A9.9.1.8. Rehabilitative intent of Article-15, if any.

A9.9.1.9. All Article-15s and LORs filed in OSR will remain for one in-the-promotion zone consideration. After CSB, officer may request removal through appeal process.

A9.9.1.10. Article-15s and LORs will remain for one IPZ or APZ consideration. After consideration officer may appeal to review authority who placed the Article-15 or LOR in OSR or from successors in command of equal or higher grade for its removal. Appeal made via memorandum. After appeal authority takes action, MPF forwards approved appeals to AFPC and MAJCOM. If officer doesn't appeal, Article-15 will remain in OSR until officer retires, separates or dies.

A9.10. LORS - Filing/Disposition:

A9.10.1. LORs. Senior Raters have the option to place an LOR in the OSR. A Senior Rater who elects this course must advise the officer of the decision in writing. Those LORs placed in the OSR will remain until the officer is afforded one IPZ or APZ consideration. After the IPZ or APZ consideration, the officer may appeal to have the LOR removed from the OSR.

A9.10.2. LOR Filing Procedures. The immediate commander of the officer receiving the LOR will notify the officer by memorandum that the officer's senior rater will decide whether to file the LOR in the OSR. The memorandum will provide the officer 3 duty days in which to submit written comments as to why the LOR should not be filed in the OSR. The memorandum will also direct the officer to return the comments to the notifying commander, who will forward them, with recommendation to the senior rater.

A9.10.3. The decision to file or not to file the LOR in the OSR is made by the officer's senior rater (the decision authority) and is not subject to review. The senior rater returns the decision memorandum to the individual's immediate commander. When the decision is to file, the commander provides the officer with an information copy of the memorandum and forwards the documents to the servicing MPF Career Enhancement Element. Career Enhancement reviews and forwards the original to HQ AFPC/DPPBR1 and a copy to the MAJCOM/FOA records custodian (AFI 36-2608, *Military Personnel Records System*, Table A3.2, note 1). When the decision is not to file, the commander gives the memorandum to the officer.

A9.10.4. The MAJCOM/FOA records custodian will file a copy in the OCSRGP. HQ AFPC/DPPBR1 will file the LOR and decision memorandum in the OSR and forward a copy to HQ AFPC/DPSR1 for file in the Master Personnel Record Group (MPRGP). The LOR may not be removed from the MPRGP once it is filed.

A9.10.5. If the officer's senior rater is not an AF officer (whether in a joint command or otherwise); the officer's senior rater will decide to file or not file the LOR in the OSR after review by the AF advisor (see AFI 36-2608, Para 2.6.5).

A9.10.6. LOR retention period in the OSR. LORs filed in the OSR will remain until the officer is afforded one IPZ or APZ consideration. After this IPZ or APZ consideration the officer may appeal

to his/her senior rater for its removal. The appeal is made via memorandum. The senior rater returns the approved appeal memorandum to the officer's immediate commander, who furnishes the officer an information copy of the memorandum and forwards the original to the servicing MPF Career Enhancement Element. Career Enhancement forwards the original of the approval decision to HQ AFPC/DPPRB1 and a copy to the MAJCOM/FOA records custodian. If this officer does not appeal for removal of the LOR after an IPZ or APZ consideration, it will remain in the OSR until the officer retires, separates or dies.

A9.11. Assignments:

A9.11.1. AFPC will be furnished with copies of officer AF Form 1137 for use in the assignment process. Gaining commanders will now be notified through their respective MAJCOMs of officers with active UIFs within 5 days of assignments being finalized. This change will allow gaining commanders time to initiate an appeal of the assignment. Losing commanders will review both the PIF and UIF prior to making a Commander's Involvement Program (CIP) recommendation on an officer's assignment.

A9.11.2. In the area of assignments, AFPC will provide gaining commanders, through the MAJCOMs, with notification of gains with UIFs within 5 duty days of the assignment being finalized. In addition, assignment notification RIP will be changed to include a reminder of the requirement for losing commanders to review UIF and PIF information. Lastly, a reminder of the requirement for the losing commander to review the UIF and PIF will be included in the Commander's Involvement process.

A9.11.3. When an officer is under assignment consideration, whether voluntarily or involuntarily, and the officer has a UIF, AFPC will obtain the AF Form 1137 from the MAJCOM/DPA staff and review it as part of the "BEST MATCH" selection process. If the assignment is to be finalized, then AFPC will notify the gaining commander, through the MAJCOM, of a projected inbound with a UIF, within 5 days of consummating that assignment. The gaining commander may initiate an appeal of the assignment under the RECLAMA procedures found in AFI 36-2110. If the gaining commander reclama s the assignment, AFPC reviews the commander's comments and either finalizes the assignment or cancels the assignment action. UIF review will be incorporated into the commander's process, to include the old process, and will be reflected as such in associated AFI directives. The notification of selection for assignment RIP will be modified to include a reminder for the losing commander to review all UIF and PIF information.

A9.11.4. If an officer receives an assignment prior to the UIF expiring, do not allow the UIF to expire. The UIF remains on file (regardless of when the member is due to depart) until PCS (date arrived station) for a total of 4 years or PCS plus 1 year, whichever is later.

A9.11.5. The UIF monitor and Outbound Assignments personnel must coordinate on all officer UIF entries on the AF Form 1137 and all assignment actions manually to ensure the UIF disposition date does not expire. If an officer has a UIF and an assignment, re-update the disposition date to reflect the RNLTD plus 1 year. The gaining UIF Monitor will make the appropriate date adjustments when the officer arrives on station (date will be 4 years or date arrived station plus 1 year, whichever is later).

A9.12. Awards and Decorations:

A9.12.1. DECOR 6 RIPs are flagged in item 6 to show if an officer has an active UIF. Additionally, commanders will review the UIF and PIF, then certify the review of the UIF on the DECOR 6 when making a decoration nomination.

A9.12.2. Awards and decorations changes include a requirement for UIF and PIF review as well as adding commander certification of the review on the decoration RIP.

A9.13. Transfer of Adverse Information:

A9.13.1. Transfer of adverse information (Article-15s, LORs, LOAs, LOCs) is mandated from TDY locations to the parent commander for file in the OSR, UIF or PIF.

A9.13.2. The transfer of adverse information from TDY locations to the parent unit commander is mandated. AFI 36-2907, will be updated to provide specific details.

A9.13.3. Officers receiving adverse administrative action while in TDY or deployed status will have the documentation forwarded to their respective unit commander for file in the UIF, and/or OSR as applicable. In addition, the senior rater will be advised of the action. Adverse actions for officers assigned to a joint command will be forwarded to the respective Air Force element commander.

A9.13.4. Decisions to file/not file Article-15s or court-martial convictions administered prior to 1 Feb 96 in the OSR will not be changed as a result of these policy changes.

A9.13.5. LORs issued prior to 1 Feb 96 may not be filed in the OSR.