

25 OCTOBER 1995

Personnel

DISCIPLINE AND ADVERSE ACTIONS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 6 MSS/DPCE (J. Jett)
Supersedes MACD Sup 1, 29 September 1983, to
AFR 40-750

Certified by: 6 MSS/IM (K.R. Smith, Jr.)
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AFI 36-704, 22 July 1994, is supplemented as follows:

5.2.2. The Civilian Personnel Officer is designated to sign and issue notices and take actions specified in this subparagraph.

6.1. All letters proposing disciplinary and/or adverse actions and notices of final decisions will be prepared in double-space typewritten draft and coordinated with the Workforce Effectiveness Section of the Civilian Personnel Flight.

6.1.1. (Added) Proposed Notices: The supporting case file and the AF Form 971, **Supervisor's Employee Brief**, and other records supporting the charges will be attached to the draft proposed notice for review by the Employee Relations Specialist. Upon coordination, the draft and supporting documents will be returned to the issuing official for preparation in final form. See paragraph 6.1.3. below for required additional information to be typed on the final coordination of proposed notices.

6.1.2. (Added) Notices Of Final Decision: Written employee replies to proposed notices and/or memos of oral replies prepared by the appropriate official to refute the charges will accompany draft notices of final decision.

6.1.3. (Added) When notices of proposed and final decision actions have been prepared in final form, and prior to the signature of the appropriate issuing official, they must be hand carried to the Workforce Effectiveness Section of the Civilian Personnel Flight for final review and coordination with the Civilian Personnel Officer. The following information will be entered on the coordination copy of each letter:

"I have reviewed the notice of (proposed)(final decision to)(specify type of action) and agree that it is appropriate on merit and procedurally correct."

Signed

Civilian Personnel Officer

Date

Delivered by

Date of Delivery

Time of Delivery

Method of Delivery

The supervisor responsible for issuing the disciplinary letter to the employee will ensure that a copy of the letter reflecting date of delivery, etc., is forwarded to the Employee Relations Specialist the same day the letter is delivered.

6.2. All disciplinary and adverse actions will be reviewed by the office of the Staff Judge Advocate before final coordination by the Workforce Effectiveness Section of the Civilian Personnel Flight.

CHARLES T. OHLINGER III, Colonel, USAF
Commander