 **DEPARTMENT OF THE AIR FORCE**

 **27TH SPECIAL OPERATIONS COMMUNICATIONS SQUADRON (AFSOC)**

 **CANNON AIR FORCE BASE NEW MEXICO**

12 July 2011

MEMORANDUM FOR A1C NAME

FROM: 27 SOCS/SCXK

SUBJECT: Letter of Reprimand

1. On, Friday, 24 Jun 11, you did not attend Flight PT. When I asked you about it you stated that you didn’t know. I reminded you that it is the same Flight PT we have every Friday since you arrived at Cannon AFB in April. Today, 12 July 2011 you did not show up for PT at 0650 with the rest of the work-center. You were given a call and woken up. You claimed that your alarm didn’t go off and that maybe the storm had something to do with it. On Monday, 23 May 2011, you received an LOC for repeated lateness. Your repeated lateness is unacceptable and inexcusable. It is imperative that you meet the expectations set forth of every Airman in the U.S. Air Force.

2. You are hereby counseled for dereliction of duty. Your actions were unacceptable because you failed to do what was expected of you several times. By definition, your performance of duty fell below minimum standards and was the result of your negligence. In addition to being inexcusable, it could be considered a crime under the UCMJ. In the future, I expect you to take more pride in your job and in helping this unit accomplish its’ mission. Any further instances of misconduct or substandard performance could result in more severe action.

(*Following two paragraphs are mandatory*.)

3. The following information is provided IAW AFI 36-2907, paragraph 3.1. PRIVACY ACT STATEMENT: “AUTHORITY: 10 U.S.C. 8013. PURPOSE: To obtain any comments or documents you desire to submit (on a voluntary basis) for consideration concerning this action. ROUTINE USES: Provides you an opportunity to submit comments or documents for consideration. If provided, the comments and documents you submit become a part of the action. DISCLOSURE: Your written acknowledgment of receipt and signature are mandatory. Any other comments or documents you provide are voluntary.”

4. You will acknowledge receipt and return this letter to me within three (3) duty days of your receipt. Any comments or documents you wish to be considered concerning this letter of counseling will be included with your response and will become part of this record. You are reminded that your signature on this correspondence is for receipt purposes only and does not signify an admission of guilt nor your concurrence. You will be notified of my final decision within three (3) duty days of your response.

 FIRST M. LAST, TSgt, USAF

 NCOIC, First Term Airman Center

1st Ind, A1C NAME

MEMORANDUM FOR 27 SOCS/SCXK, TSGT FIRST LAST

I acknowledge receipt and understanding of this letter on 20 .

I understand that if I intend to submit a statement or other documents in response to this letter, I must do so within three (3) duty days of my receipt of this letter.

 NAME, A1C, USAF

2d Ind, TSGT FIRST M. LAST 15 July 2011

MEMORANDUM FOR A1C NAME

\_\_\_ (initial) The member did not submit matters in response. My decision stands.

\_\_\_ (initial) The member submitted matters in response. I have reviewed the response. My final decision is: this letter (stands as written)(is withdrawn).

 FIRST M. LAST, TSgt, USAF

 NCOIC, First Term Airman Center