

**17 JUNE 2005**



**Personnel**

**UNFAVORABLE INFORMATION FILE (UIF)  
PROGRAM**

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This instruction establishes how to manage documents for the unfavorable information file program. It does not apply to the Air National Guard. It implements Air Force Policy Directive 36-29, *Military Standards*.

This instruction requires you to maintain information protected by the Privacy Act of 1974. The authority to maintain this information is Title 10, U.S.C., Section 8013. System of Records Notice FO35 AF MP L, *Unfavorable Information Files (UIF)*, also applies. Process supplements that affect any military personnel function as shown in Air Force Instruction (AFI) 37-160, volume 1, table 3.2, *The Air Force Publications and Forms Management Programs--Developing and Processing Publications*. Refer to **Attachment 1** for the Glossary.

**SUMMARY OF REVISIONS**

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This change incorporates interim change (IC) 2005-1 (**Attachment 4**). This change clarifies when the base UIF monitor will conduct unit UIF training (paragraph **1.1.3.**); requires commanders to appoint a 3S0X1 or civilian from their staff to act as the unit UIF monitor and send an appointment letter to the base UIF monitor within 30 days of appointment (paragraph **1.1.4.**); updates office symbols, organizational addresses, and AF IMTs; clarifies who has the authority to remove UIFs on officers (paragraph **1.2.1.**); clarifies the length of a month (paragraph **1.3.1.**); clarifies who has authority to remove UIFs on enlisted members (paragraph **1.2.2.1.**); clarifies Article 15 supporting documentation disposition (paragraph **1.3.4.1.1.**); adds PDS database integrity as an MPF responsibility (paragraph 1.5.2.2.6); adds commander responsibility to periodically counsel personnel on the control roster (paragraph **2.2.1.1.**); aligns disposition dates with the CSAF NOTAM 98-2 (**Table 2.1.** and **Table 2.2.**); adds a time limit for the person who initiates the RIC, LOC, LOA, or LOR to advise the individual of their final decision (paragraph **3.5.1.6.**); and adds PDS removal procedures (**Attachment 3**). See the last attachment of the publication, IC 2005-1, for the complete IC. A bar (|) indicates a revision from the previous edition.

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## Chapter 1

### UNFAVORABLE INFORMATION FILE (UIF)

**1.1. What is an UIF.** The UIF is an official record of unfavorable information about an individual. It documents administrative, judicial, or nonjudicial censures concerning the member's performance, responsibility, behavior, and so on.

1.1.1. The UIF consists of mandatory documents, optional documents (at the commander's discretion), and AF Forms 1058, **Unfavorable Information File Actions**, and 1137, **Unfavorable Information File Summary**.

1.1.2. Military Personnel Flight (MPF) commanders will appoint an individual to act as the base UIF monitor. The base UIF monitor will complete Personnel Data System (PDS) updates for the non-PC-III units, as well as, provide required PDS products.

1.1.3. The base UIF monitor will conduct unit UIF training:

1.1.3.1. Annually.

1.1.3.2. Within 60 days of notification of appointment of a new unit UIF monitor.

1.1.3.2.1. Maintain appointment letters on all wing and tenant units.

1.1.3.3. Upon request from a unit commander or when it appears training is needed.

1.1.4. Commanders will appoint a 3S0X1 or civilian (civil service employee or contractor) from their staff to act as the Unit UIF monitor. When the commander does not have a 3S0X1 on staff a 3A0X1 may be appointed.

1.1.4.1. Send an appointment letter to the base UIF monitor within 30 days of appointment.

1.1.5. For monitors of UIFs for United States Air Force Reserve (USAFR) personnel, see [Table 1.1](#).

**1.2. Controlling UIFs.** The following individuals have authority to establish, remove, or destroy UIFs for:

1.2.1. Officers:

1.2.1.1. Commanders at all levels for members assigned or attached to their units may establish UIFs on officers. Commanders must be senior to the member.

1.2.1.2. The commander, vice commander, staff director and directors at Major Commands (MAJCOM), Field Operating Agencies (FOA), and Direct Reporting Units (DRU).

1.2.1.3. Chief of staff, deputy chiefs of staff, assistant chiefs of staff, other heads of staff agencies, and directors assigned to Headquarters, US Air Force.

1.2.1.4. Comparable officers within the Office of the Secretary of the Air Force, Office of the Joint Chiefs of Staff, and Office of the Secretary of Defense.

1.2.1.5. The Senior Air Force officer assigned to a joint command.

1.2.1.6. The Program Manager for Civil Air Patrol Reserve Assistance Program and the Admissions Liaison Officer Program.

1.2.1.7. When a commander in a joint command, assigned to a different service, imposes nonjudicial punishment on an Air Force member, the Air Force must decide whether to establish an UIF. (See AFI 51-202, *Nonjudicial Punishment*).

1.2.1.7.1. If the senior Air Force officer or commander of the member's element is not available or is junior to the commander who imposed the punishment, the General Court-Martial Convening Authority (GCMCA) of the Air Force command decides whether to establish a UIF.

1.2.1.7.2. If the Air Force host command does not have a GCMCA who is senior to the commander who imposed punishment, a senior general court-martial authority of the Air Force decides.

1.2.1.8. Officer UIFs established on or after 1 May 98 may be removed early if the document used to establish the UIF is or a separate document may be removed if the document is a:

1.2.1.8.1. Court-Martial Order and the removing authority is the wing commander (or equivalent) or convening authority, whichever is higher, (punishment must be completed prior to early removal).

1.2.1.8.2. Article 15, Uniform Code of Military Justice (UCMJ), and the removing authority is the wing commander (or equivalent) or imposing commander, whichever is higher, (punishment must be completed prior to early removal). Further references to "Article 15, UCMJ" for the purposes of this AFI will be referred to as "Article 15" only.

1.2.1.8.3. Letter of Reprimand (LOR), Letter of Counseling (LOC), Letter of Admonition (LOA), or Control Roster placement authority is the wing commander (or equivalent) or issuing authority, whichever is higher.

#### 1.2.2. Enlisted members:

1.2.2.1. Commanders at all levels for members assigned or attached to their units have authority to establish, remove, or destroy UIFs on enlisted members. **EXCEPTION:** Remove UIFs upon receipt of an AF IMT 1058, or memorandum signed by the wing commander (or equivalent) or the convening authority, whichever is higher.

1.2.2.2. The commander, vice commander, staff director and directors at Major Commands (MAJCOM), Field Operating Agencies (FOA), and Direct Reporting Units (DRU).

1.2.2.3. Chief of Staff, deputy chiefs of staff, assistant chiefs of staff, other heads of staff agencies, and directors assigned to Headquarters, US Air Force.

1.2.2.4. Comparable officers within the Office of the Secretary of the Air Force, Office of the Joint Chiefs of Staff, and Office of the Secretary of Defense.

1.2.2.5. The Senior Air Force officer assigned to a joint command.

1.2.2.6. The Program Manager for Civil Air Patrol Reserve Assistance Program and the Admissions Liaison Officer Program.

1.2.2.7. When a commander in a joint command, assigned to a different service, imposes nonjudicial punishment on an Air Force member, the Air Force must decide whether to establish an UIF. (See AFI 51-202, *Nonjudicial Punishment*).

- 1.2.2.7.1. If the senior Air Force officer or commander of the member's element is not available or is junior to the commander who imposed the punishment, the General Court-Martial Convening Authority (GCMCA) of the Air Force command decides whether to establish a UIF.
- 1.2.2.7.2. If the Air Force host command does not have a GCMCA who is senior to the commander who imposed punishment, a senior general court-martial authority of the Air Force decides.
- 1.2.3. Chief of staff, deputy chiefs of staff, assistant chiefs of staff, other heads of staff agencies, and directors assigned to Headquarters, US Air Force.
- 1.2.4. Comparable officers within the Office of the Secretary of the Air Force, Office of the Joint Chiefs of Staff, and Office of the Secretary of Defense.
- 1.2.5. The Senior Air Force officer assigned to a joint command.
- 1.2.6. The Program Manager for Civil Air Patrol Reserve Assistance Program and the Admissions Liaison Officer Program.
- 1.2.7. The commander in a joint command, assigned to a different service, may impose nonjudicial punishment on an Air Force member. At that point the Air Force must decide whether to establish an UIF (see AFI 51-202, *Nonjudicial Punishment*).
  - 1.2.7.1. If the senior Air Force officer or commander of the member's element is not available or is junior to the commander who imposed the punishment, the General Court-Martial Convening Authority (GCMCA) of the Air Force command decides whether to establish an UIF.
  - 1.2.7.2. If the Air Force host command does not have a GCMCA who is senior to the commander who imposed punishment, a senior general court-martial authority of the Air Force decides.

### 1.3. Initiating UIF actions.

- 1.3.1. **For enlisted members**, commanders refer optional documents LOAs, LOCs, or LOR to the offending member along with an AF IMT 1058 before establishing an UIF. Do not use AF IMT 1058 if you file an optional Article 15 in the UIF. **NOTE:** Mandatory UIF documents (Article 15s with punishment exceeding 1 month {31 days or more}, court-martial or civilian court convictions) are not referred via AF IMT 1058.
- 1.3.2. **For officers**, commanders refer optional documents (LOAs, LOCs) to the offending member along with an AF IMT 1058 before establishing a UIF. Mandatory UIF documents (Article 15s, court-martial or civilian court convictions) are not referred via AF IMT 1058. LORs are mandatory for file in an officer's UIF, and must be entered into the UIF via AF IMT 1058, but the commander does not need to submit the AF IMT 1058 to the officer. The officer is provided an opportunity to refute the LOR when it is initially presented (see paragraph 3.5.1.).
- 1.3.3. For Non-EAD Reservists (enlisted and officer) commanders must refer documents they intend to file in the UIF to the member via a certified letter to the member's address or best available address, if the member has departed the duty area (see paragraph 1.3.4.).
- 1.3.4. The individual (enlisted and officer) has 3 duty days (current date plus 3 duty days) to acknowledge the intended actions and provide pertinent information before the commander makes the final decision on placing optional documents in the UIF. For Non-EAD Reservists who depart the duty

area prior to the 3 duty days allowed for acknowledging intended actions, the individual has 30 calendar days from the date of receipt of the certified letter to acknowledge the notification, intended actions, and provide pertinent information before the commander makes the final decision. In calculating the time to respond, the date of receipt is not counted, and if the individual mails their acknowledgment, the date of the postmark on the envelope will serve as the date of acknowledgment. The individual is presumed to be in receipt of official correspondence if it is delivered by certified mail to the individual's address or best available address.

1.3.4.1. File any statement or document provided by the individual in the UIF.

1.3.4.1.1. Article 15 supporting documentation such as evidence or other written materials, to include the member's response to the Article 15 action, considered as a basis for imposing punishment, or vacating a suspended punishment, or submitted by the offender in mitigation, extenuation, or defense or on appeal are not part of the record. File these materials at the office of the servicing SJA of the commander who initiated the Article 15 as attachments to that office's copy of the action.

1.3.4.2. The commander advises the individual of their final decision.

1.3.4.3. The commander forwards copies of adverse administrative actions, LORs, and AF IMT 1137s and 1058s:

1.3.4.3.1. For active duty General officers, general officer selects, colonels and colonel selects to the Air Force Senior Leader Management Office at AFSLMO/PR, Crystal Plaza 6, Suite 500, 2221 South Clark Street, Suite 5000, Arlington, VA 22202.

1.3.4.3.2. For active duty Chief Master Sergeants and Chief Master Sergeant selects to AFS-LMO, 550 C. Street West, Suite 30, Randolph AFB TX 78150-4732.

1.3.4.3.3. For Reserve individual mobilization augmentee (IMA) colonels and colonel selects to HQ USAF/RESOMO, 1500 Wilson Blvd, Suite 400, Rosslyn, VA 22209-2404.

1.3.4.3.4. For unit Reserve colonels and colonel selects to HQ AFRC/DPO, 155 Richard Ray Blvd, Robins AFB GA 31098-1635.

1.3.4.3.5. For Air Force Reserve Air Guard Reserve (AGR) colonels and colonel selects to HQ USAF/REAMO, 1621 North Kent Street #260, Rosslyn, VA 22209-2131.

1.3.4.3.6. For Reserve general officers and general officer selects to HQ USAF/RESOMO, 1500 Wilson Blvd, Suite 400, Rosslyn, VA 22209-2131.

1.3.4.4. **DELETED.**

1.3.4.5. For officers in the grade of colonel and above (active duty, guard and reserve): A commander's decision to place adverse information in an UIF or the Officer Selection Record (OSR) is unrelated to the SecAF's decision to place this information in the Senior Officer Unfavorable Information File (SOUIF). Therefore, commanders will forward copies of all adverse information to SAF/IG, 1140 Air Force Pentagon, Washington D.C. 20330, according to AFI 90-301, *Inspector General Complaints*. The SOUIF process is described in AFI 90-301 and 36-2501, *Officer Promotions and Selective Continuation*.

1.3.4.6. For officers in the grade of Lieutenant Colonel and below: send a copy of the initial and updated AF IMT 1137 to the officer's servicing and gaining MAJCOM/DPP.

1.3.4.7. For all IMA's, send a copy of the initial and any updated AF IMT 1058s to the MAJCOM/AF Element Program Manager and HQ ARPF/DPRFQ.

#### 1.4. Establishing an UIF:

1.4.1. As the UIF monitor, you will receive documents from the unit commander, base staff judge advocate, social actions officer or substance abuse clinic. Some documents require mandatory establishment of an UIF while others are at the commander's discretion. Refer to [Table 2.1.](#) and [Table 2.2.](#) to determine whether the documents listed below are mandatory or optional for file in the UIF. If not already established, create an UIF folder and AF Form 1137.

1.4.1.1. AF Form 1058.

1.4.1.2. AF Form 3070, **Record of Nonjudicial Punishment Proceedings.**

1.4.1.3. Court-martial order.

1.4.1.4. **DELETED.**

1.4.1.5. Serious or repeated occurrences of unlawful discrimination to include sexual harassment.

1.4.1.6. Record of a civilian conviction.

1.4.2. As UIF monitor, you:

1.4.2.1. Mark the UIF folder with the individual's name and social security number (SSN).

1.4.2.2. Mark the front and back of the folder For Official Use Only.

1.4.2.3. If the member is performing or selected for assignment to Personnel Reliability Program (PRP) duties or is a student attending a PRP-related course as defined by AFI 36-2104, *Nuclear Weapons, Personnel Reliability Program*, mark the folder in the upper right hand corner reflecting the member's involvement with the program. The PRP marking should be visible when the folder is closed and filed. (**EXAMPLE:** a piece of colored tape placed on the edge of the file.)

1.4.2.4. Prepare an AF Form 1137 for each UIF summarizing the incident, the disposition date, the commander's evaluation of the incident, and what administrative action was taken. Be specific.

1.4.2.5. Remove the AF Form 1137 entry when a portion of the supporting documents are removed, as appropriate; the original AF Form 1137 remains in the UIF.

1.4.2.6. Coordinate and distribute AF Form 1137 as appropriate. When you make distribution of an AF Form 1137 for an individual Reservist, forward one copy to the MAJCOM/AF Element Program Manager (see [Table 2.3.](#)).

1.4.2.7. Except as indicated in paragraph [1.11.](#), update the Military Personnel Data System (MilPDS)/PC-III IAW [Table 2.1.](#) and [Table 2.2.](#), when a commander establishes a UIF or adds/removes documents from a member's UIF.

1.4.3. The commander ensures the UIF contains only substantiated unfavorable information about events that occurred while the person was on active duty or assigned to the Air Force Reserve. HQ Air Reserve Personnel Center (ARPC)/CC will be the establishing authority for Reservists in PAS S7XXXXXX (inactive Reserve status).



1.4.4. Commanders decide what to do with optional UIF documents. After initially deciding not to establish a UIF, commanders may elect to establish a UIF or include an earlier administrative action in a previously established UIF if the date of the action or document is within 6 months from the date of the action. This does not apply to individuals who have reenlisted since the date of the document.

1.4.5. See [Table 2.1](#). and [Table 2.2](#). for a list of documents that the UIF monitor must file.

1.4.6. See [Table 2.1](#). and [Table 2.2](#). for a list of documents that the UIF monitor must file.

**NOTE: DELETED.**

## **1.5. Updating UIF Documents (see [Attachment 3](#)).**

1.5.1. Unit UIF Monitor. Once documents are received from the unit commander, base staff judge advocate, or social actions officer the unit UIF monitor updates UIF actions in PC-III or PDS in a timely manner. At PC-III units, the PDS automatically relays each UIF update throughout the MPF. The base UIF monitor for non-PC-III units must ensure all offices within the MPF coordinate on UIF entries and documents.

1.5.2. The MPF.

1.5.2.1. The Career Enhancement Element:

1.5.2.1.1. Forwards executed grade reductions (demotion order or AF IMT 3070) to the Customer Service Element. Mask or black out the offense and punishment on AF IMT 3070 (see AFI 36-2608).

1.5.2.1.2. Monitors UIF actions for possible adjustment to an enlisted member's promotion and reenlistment eligibility.

1.5.2.1.3. Monitors UIF actions for officers who are eligible or selected for promotion.

1.5.2.1.4. Ensures the decision letter to file or not to file the Article 15 in the NSR or OSR is properly made (see AFI 36-2608).

1.5.2.1.5. Projects and suspenses commander-directed Officer Performance Reports (OPR) or Enlisted Performance Reports (EPR) resulting from control roster action.

1.5.2.1.6. Ensures PDS database integrity.

1.5.2.2. The Customer Service Element files a copy of all executed grade reductions (demotion order) received from the Career Enhancement Element as the source document of the new grade and date of rank.

1.5.2.3. The Personnel Relocations Element:

1.5.2.3.1. Updates and maintains assignment availability codes.

1.5.2.3.2. Ensure members remain qualified to possess the current Air Force Specialty Code (AFSC).

1.5.2.3.3. Ensures members pending or with approved formal training, retraining, or reclassification, remain qualified.

1.5.2.3.4. When the commander initiates or updates a UIF on an IMA, the UIF monitor will forward on copy of all of the information to the MAJCOM/AF Element Program Manager and HQ ARPC/DPRFQ.

## **1.6. Accessing UIFs:**

1.6.1. The UIF monitor ensures the only personnel with access to UIFs are:

1.6.1.1. The member who has the UIF.

1.6.1.2. Individuals listed in paragraph 1.2. reviewing UIFs on personnel assigned or attached to their command.

1.6.1.3. First Sergeants reviewing UIFs on enlisted members assigned or attached to their units.

1.6.1.4. OPR and EPR rating officials, when preparing to write or endorse an OPR, EPR, Promotion Recommendation Form (PRF) or recommending an enlisted member for reenlistment, extension, or a Career Job Reservation (CJR).

1.6.1.5. The senior Air Force officer or commander of an Air Force element in a joint command reviewing UIFs on individuals in the element.

1.6.1.6. The Air Force element section commander in a joint command reviewing UIFs on enlisted personnel. The section commander must have written approval from the senior Air Force officer or commander of the element to review UIFs on the element's officers.

1.6.1.7. MPF personnel, inspector general, inspection team members, judge advocates, paralegals, OSI personnel, security police, other investigators, social actions personnel, and substance abuse counselors authorized by the commander of the member with the UIF, reviewing UIFs in the course of their official Air Force duties.

1.6.1.8. Program Managers for USAF Reserve programs.

1.6.2. AFGOMO will resolve questions regarding access to UIFs on general officers and general officer selects.

## **1.7. Reviewing and Documenting UIFs:**

1.7.1. Unit commanders, senior Air Force officers or commanders of an Air Force element in a joint command:

1.7.1.1. Review all unit UIFs within 90 days of their permanent assumption or appointment to command. Unit commanders and Staff Judge Advocates (SJA) must review UIFs annually. UIF monitors provide the commander and SJA a computer listing of all UIFs. The commanders will compare the listing to the actual documents in the UIF folder to ensure personnel database integrity. Document the review via memorandum signed by the unit commander and SJA. Geographically Separated Unit (GSU) commanders use a computer listing of UIFs to acknowledge existence of UIFs. After the review is complete, the GSU commander signs the list and files it in the general correspondence file.

1.7.1.2. Review UIFs when individuals are considered for:

1.7.1.2.1. Promotion.

1.7.1.2.2. Conditional Reserve Status (CRS).

- 1.7.1.2.3. Selective continuation.
- 1.7.1.2.4. RegAF appointment.
- 1.7.1.2.5. A Specified Period of Time Contract (SPTC).
- 1.7.1.2.6. Reenlistment or selective reenlistment consideration.
- 1.7.1.2.7. Permanent Change of Station (PCS) or Permanent Change of Assignment (PCA) (including assignment in or among the USAFR).
- 1.7.1.2.8. PRP duties.
- 1.7.1.2.9. Voluntary or mandatory reclassification or retraining.
- 1.7.1.2.10. Evaluations (review prior to completion of performance reports). **NOTE:** When an officer is convicted by a court-martial, comments are mandatory on the next OPR (the OPR must be referred) and the next PRF for below and in-the-promotion-zone consideration. Comments on OPRs and EPRs relating to Article 15 punishment and control roster actions are strongly recommended for officers and senior NCOs, and must be considered in all cases. Refer to AFI 36-2402, *Officer Evaluation System*, and AFI 36-2403, *The Enlisted Evaluation System*, for additional guidance.
- 1.7.1.2.11. Reservists: Applications for in-residence professional military education or Reserve short courses.
- 1.7.1.2.12. A statutory tour or when a Reservist is considered for an active duty tour over 30 days.
- 1.7.1.2.13. Appointment or enlistment in the Air Force, whether on active duty or in the Reserve.

1.7.2. **Commander's Enlisted Management Roster (CEMR) and Commander's Officer Management Roster (COMR).** The CEMR and the COMR are monthly listings of personnel assigned within the unit possessing a quality indicator (UIF, control roster, Article 15, etc.). The CEMR also lists personnel possessing EPR ratings which might indicate close observation of their performance is appropriate. No certification or suspense of either roster is required. They are simply management tools designed to give commanders an "at a glance" look at personnel in their organization with quality indicators. All entries should be reviewed by the commander and MPF staff to ensure appropriate action was taken. This includes determining the appropriateness of an upcoming promotion, qualification for PRP duties, assignment, reenlistment, etc., some of which are identified under the "projected for" area. The rosters are retrieved from the office automation area in PC-III (via the Personnel Systems Manager [PSM] for non-PC-III units) by the unit and provided to the commander for review.

1.7.3. The UIF monitor (base and unit):

- 1.7.3.1. Audits existing UIFs at least twice a year by comparing the PDS to UIFs on file.
- 1.7.3.2. Maintains the UIFs properly and corrects the corresponding PDS entries. (Units not under PC-III configuration may audit UIFs as part of existing self-inspections.)
- 1.7.3.3. Signs the audit list or self-inspection checklist (**Attachment 2**) and files it in the general correspondence file.

1.7.4. The base UIF monitor will audit all existing UIFs at least bi-annually by comparing the PDS to UIFs on file.

1.7.5. The unit UIF monitor will ensure UIFs are maintained properly and corresponding PDS entries are correct/corrected.

1.7.6. Document reviews via memorandum signed by the base and unit UIF monitor as applicable to the type of review conducted. Upon completion of a review, each UIF monitor files it in the general correspondence file.

1.7.7. Unit commanders or first sergeants review the MPF's audit and commander's self-inspection checklist.

**1.8. Making Recommendations to the Commander.** The SJA or MPF Commander may recommend action to the commander. Use the AF Form 1058 or memorandum and file it in the individual's UIF along with the commander's reply. You do not need to annotate AF Form 1137.

### **1.9. Removal of UIFs or their Documents.**

1.9.1. Commanders maintain the UIF and all of its documents/contents until the final disposition date (**Table 2.1.** and **Table 2.2.**) unless early removal of the document or UIF is clearly warranted. Commanders initiate removal action via AF IMT 1058 or memorandum, and the individual should acknowledge the action.

1.9.2. UIF monitors:

1.9.2.1. Remove UIFs (enlisted or officer) when you receive a record of action from the SJA showing that punishment under Article 15 was set aside or that a civilian conviction was overturned.

1.9.2.2. Remove UIFs (enlisted or officer) when the commander, after consulting with the servicing SJA and reviewing the member's rebuttal, determines the member did not commit the offense listed in the LOR, LOA or LOC.

1.9.2.3. Remove UIFs (officer only) upon receipt of an AF IMT 1058, or memorandum signed by the officer's wing commander (or equivalent), imposing or issuing authority, whichever is higher. Courts-martial and Article 15 documents may be removed early once the punishment is completed (see paragraph **1.9.5.**).

1.9.2.4. Remove UIFs (enlisted only) upon receipt of an IMT 1058, or memorandum signed by the wing commander (or equivalent) or the convening authority, whichever is higher. Courts-martial documents may be removed early once the punishment is completed (see paragraph **1.9.5.**).

1.9.2.5. All other UIF entries may be removed early regardless of how long the UIF was on file/in system by the wing commander (or equivalent) or issuing authority, whichever is higher for officers and by the unit commander for enlisted members.

1.9.2.6. The wing commander (or equivalent), imposing or issuing authority, whichever is higher, may direct removal of derogatory data from the OSR at any time; or the officer may appeal to have the derogatory data removed after one In the Promotion Zone (IPZ) or Above the Promotion Zone (APZ) consideration. (See AFI 36-2608, *Military Personnel Records System*). Removing an

officer's UIF early does not remove the derogatory data (if filed) from the Officer Selection Record (OSR).

1.9.2.6.1. The MAJCOM/FOA Records Custodian removes the documents from the Officer Command Selection Record Group (OCSRGp) upon receipt of their copy of the approved early removal decision memorandum and destroys all related documents.

1.9.3. To remove the UIF or UIF documents prior to the final disposition date:

1.9.3.1. Destroy the UIF or UIF document and update the PDS (MilPDS access is required to remove an officer's UIF from PDS).

1.9.3.2. Sanitize the AF IMT 1137 by erasing/whiting out comments about the removed document.

1.9.3.3. Coordinate the updated AF IMT 1137 IAW [Table 2.3](#), when other documents remain in the UIF.

1.9.3.4. File AF Form 1058 in general correspondence file if no further documents exist in UIF.

1.9.3.5. For individual Reservists, forward copy of AF Form 1137 to the MAJCOM/AF Element Program Manager.

1.9.4. Send a copy of the AF IMT 1058 to:

1.9.4.1. For active duty General officers, general officer selects, colonels and colonel selects to the AFSLMO/PR, Crystal Plaza 6, Suite 500, 2221 S. Clark Street, Suite 5000, Arlington, VA 22202.

1.9.4.2. For active duty Chief Master Sergeants and Chief Master Sergeant selects to AFSLMO, 550 C. Street West, Suite 30, Randolph AFB TX 78150-4732.

1.9.4.3. For Reserve line IMA colonels and colonel selects to HQ USAF/RESOMO, 1500 Wilson Blvd, Suite 400, Rosslyn, VA 22209-2404.

1.9.4.4. For unit Reserve colonels and colonel selects to HQ AFRC/DPO, 155 Richard Ray Blvd, Robins AFB GA 31098-1635.

1.9.4.5. For AGR colonels and colonel selects to HQ USAF/REAMO, 1621 North Kent Street #260, Rosslyn, VA 22209.2131.

1.9.4.6. For Reserve general officers and general officer selects to HQ USAF/RESOMO, 1500 Wilson Blvd, Suite 400, Rosslyn, VA 22209-2404.

1.9.4.7. For all IMA's (officer and enlisted) forward one copy of the AF IMT 1058 to the MAJCOM/AF Element Program Manager and HQ ARPC/DPRFQ.

1.9.5. Commanders are prohibited from removing any documents or adjusting disposition dates for Article 15, or court-martial punishment, sentence, judgment, or action that is not complete. (For example: If an Article 15, punishment calls for 45 days extra duty, the Article 15, cannot be removed from an individual's UIF until the 45 days extra duty is performed.)

1.9.6. For IMA's, provide a copy of an adjusted AF IMT 1137 to the MAJCOM/AF Element Program Manager and HQ ARPC/DPRFQ.

**1.10. Transferring and Disposing of UIFs.** The UIF monitor marks the front and back of the envelope containing UIF information FOR OFFICIAL USE ONLY when releasing UIF information through the mail. Do not use Standard Forms 65B or 65C, **US Government Messenger Envelopes**.

1.10.1. See **Table 2.3** for when and how to dispose of UIFs. Effective May 1998, unexpired UIFs are transferred between the active, ANG, and Reserve components on all personnel (officer and enlisted) separating or transferring between the active duty and Reserve components. This includes the transfer of unexpired UIFs within the Reserve components for officer and enlisted members.

1.10.2. The following procedures apply to Temporary Duty (TDY) personnel:

1.10.2.1. TDY en route PCS. The TDY commander sends a completed copy of AF Forms 1058 and 1137 and the individual's PCS special orders to the gaining MPF after each UIF entry. If the individual's eligibility or suitability for the pending assignment is in doubt, the gaining commander contacts the MPF for guidance.

1.10.2.2. TDY. If the individual is TDY and will return to their permanent unit, the TDY commander sends the completed package to the individual's unit commander.

1.10.3. If the individual is absent without leave (AWOL) or in deserter status before or on the UIF expiration date, the unit commander notifies the UIF monitor in writing of the individual's status. The notification letter serves as a source document for the PDS update. The UIF monitor retains the UIF and updates the UIF disposition date to "8 Aug 3888" (indefinite). Do not annotate the AF IMT 1137 (see **Table 2.3**).

1.10.3.1. If the individual returns from AWOL or deserter status, the unit commander advises the UIF monitor to destroy the UIF or establishes a new UIF disposition date. This date is no more than 3 months from the date the commander signs the UIF notice advising the UIF monitor of the member's change in status. If a document is added to the UIF before the end of the 3 months, the UIF disposition date is extended. If a document is not added, the UIF is destroyed at the end of the 3 months (see **Table 2.3**).

1.10.4. The UIF monitor maintains the UIF for members in dropped-from-rolls status. When the UIF expires, the monitor annotates the AF IMT 1137 to show the date the member entered dropped-from-rolls status, has it signed by the commander, and forwards it to the MPF, Personnel Employment Section. If returned to duty at a later date the unit commander advises the UIF monitor to destroy the UIF or establishes a new UIF disposition date. This date is no more than 3 months from the date the commander signs the UIF notice advising the UIF monitor of the member's change in status. If a document is added to the UIF before the end of the 3 months, the UIF disposition date is extended. If a document is not added, the UIF is destroyed at the end of the 3 months (see **Table 2.3**).

**1.11. UIFs on General Officers and General Officer Selects.** AFSLMO and RESOMO function as the sole UIF monitor and repository and maintain the original UIF for the commander. Copies of general officer and general officer select UIFs will not be maintained at or by any organization other than AFSLMO or HQ USAF/RESOMO for Reserve personnel (see paragraph **1.3.4.3** or **1.9.4** for mailing addresses). UIF information will not be updated in PDS for general officer or general officer selects.

**Table 1.1. UIF Monitor for individual Reservists.**

<b>R U L E</b>	<b>A</b>	<b>B</b>
	<b>Reservist is assigned to:</b>	<b>UIF Monitor will be:</b>
<b>1</b>	PAS S7XXXXXX	HQ ARPC/DSX
<b>2</b>	Selective Service, RRPS, NARS-ND, NARS/NC	HQ ARPC/DRS
<b>3</b>	Central Managers (HC/JA/SG)	Unit of Attachment
<b>4</b>	OSI	Unit of Attachment
<b>5</b>	AIA	Unit of Attachment
<b>6</b>	Admissions Liaison Officer Program	Program Manager
<b>7</b>	Civil Air Patrol Reserve Assistance Program	Unit of Attachment
<b>8</b>	Statutory Tour Program	Active Duty Unit of Assignment
<b>9</b>	Reserve Unit	Unit of Assignment
<b>10</b>	MAJCOMs	Unit of Assignment
<b>11</b>	AF Elements	Unit of Assignment
<b>12</b>	HPSP and Chaplain Candidates	HQ ARPC/DRS

## Chapter 2

### CONTROL ROSTER

**2.1. Who Uses the Control Roster.** The control roster is a rehabilitative tool for commanders to use. Commanders use the control roster to set up a 6-month observation period (HQ AFRC or HQ ARPC may establish longer observation periods, not to exceed 12 months, for Reserve personnel if deemed appropriate) for individuals whose duty performance is substandard or who fail to meet or maintain Air Force standards of conduct, bearing, and integrity, on or off duty.

**2.2. Using a Control Roster.** A brief incident of substandard performance or an isolated breach of standards, not likely to be repeated, should not usually result in an individual's placement on the control roster. Consideration should be given to prior incidents, acts, failures, counseling and rehabilitative efforts. Commanders inform members on the control roster their performance and behavior must improve or they will face more severe administrative action or punishment.

2.2.1. Commanders may direct an OPR or EPR before entering or removing an individual from the control roster, or both.

2.2.1.1. The commander should periodically counsel personnel on the control roster about their improvement or failure to improve.

2.2.2. When placing an officer on the control roster who is eligible or selected for promotion, an appointment in the RegAF, CRS, or a selective continuation appointment, a commander must decide if the officer is mentally, physically, morally, or professionally qualified. If not, initiate action to find the officer not qualified, delay the projected promotion, or remove the officer from the list (see AFI 36-2501, AFI 36-2610, *Appointing Regular Air Force Officers and Obtaining Conditional Reserve Status*, or AFI 36-2504, *Officer Promotions for the Reserve of the Air Force*).

2.2.3. The commander cannot place an individual on the control roster as a substitute for more appropriate administrative, judicial, or nonjudicial action. Being put on the control roster does not shield an individual from other appropriate actions.

2.2.4. An individual's name cannot remain on the control roster for more than 6 consecutive months. HQ AFRC or HQ ARPC may establish longer observation periods, if deemed appropriate, for Reserve personnel, not to exceed 12 months. If a member is not rehabilitated in that time, the commander initiates more severe action:

2.2.4.1. The control roster is cleared at 2400 hours on the last day of the observation period or on the date a member separates (enlisted only), retires, or dies. For example, if placed on the roster 1 January, the action expires at 2400 on 30 June. If effected on 1 September, it expires at 2400 on the last day of February (28th or 29th).

2.2.4.2. Commanders may put an individual back on the control roster only if a new incident or failure occurs.

2.2.5. PCS or PCA reassignment procedures for personnel on the control roster are:

2.2.5.1. If the member is put on the control roster, and will leave an overseas area before the end of the observation period, and is otherwise eligible, the commander may extend the member's



Date Eligible to Return from Overseas (DEROS) a maximum of 120 days (long tour area only). A commander who decides to involuntarily extend the DEROS advises the Relocation and Employment Elements as soon as possible.

2.2.5.2. If the PCS reassignment is mandatory (does not include PCS without PCA for separation processing), the losing base UIF monitor removes the UIF code 2. The monitor then notes on the individual's AF Form 1137 that "control roster action expired due to mandatory PCS" before transferring the UIF to the gaining unit. Control roster action expires on the date the member departs.

2.2.5.3. If the PCS reassignment is not mandatory, the person remains eligible for PCS if the observation period expires before the Report Not Later Than Date (RNLTD) for the assignment. The commander advises the Relocation Element of the person's control roster status; the Relocation Element notifies HQ AFPC. HQ AFPC determines the individual's assignment eligibility (see AFI 36-2110, *Assignments*).

2.2.5.4. For Reserve assignments, individuals remain eligible for PCS while on the control roster. The losing commander or IMA Program Manager advises the MPF Relocation Section (for unit program) or the gaining IMA Program Manager (for the IMA program) by indicating on the AF Form 1288, **Application for Ready Reserve Assignment**, that the member is on the control roster and annotating the UIF disposition date in the remarks section. After reviewing the AF Form 1288, the gaining commander or IMA Program Manager will decide if the assignment is appropriate and will approve or disapprove the assignment.

2.2.5.5. Delay PCA when an individual is on the control roster. If the PCA is essential to the mission and the losing and gaining commanders concur, the person may be reassigned, but remains on the control roster.

2.2.6. The commander cancels all formal training for members during the period they are on the control roster.

2.2.7. The commander must not put individuals on the control roster who are on TDY, TDY en route, or in PCS status:

2.2.7.1. An individual's time on the control roster does not stop and start for periods of TDY, ordinary leave, or change in immediate supervisor. For example, if an individual on the control roster requests 2 weeks leave, the control roster time does not stop for the 2 weeks the individual is on leave and then start again. The 6 months is continuous regardless of the individual's leave or TDY status.

**2.3. Who Can Add or Remove Individuals to or from the Control Roster.** The following individuals have authority to add or remove any assigned or attached enlisted member to or from the control roster. The following individuals also have the authority to add any assigned or attached officers to the control roster. Remove control roster action on officers upon receipt of an AF IMT 1058, or memorandum signed by the officer's wing commander (or equivalent), or issuing authority, whichever is higher. This early removal option applies regardless of how long the action was on file/in system.

2.3.1. Commanders at all levels for members assigned or attached to their units. Commanders must be senior to the member.

2.3.2. The commander, vice commander, staff director and directors at Major Commands (MAJCOM), Field Operating Agencies (FOA), and Direct Reporting Units (DRU).

2.3.3. Chief of staff, deputy chiefs of staff, assistant chiefs of staff, other heads of staff agencies, and directors assigned to Headquarters, US Air Force.

2.3.4. Comparable officers within the Office of the Secretary of the Air Force, Office of the Joint Chiefs of Staff, and Office of the Secretary of Defense.

2.3.5. The Senior Air Force officer assigned to a joint command.

2.3.6. The Program Manager for Civil Air Patrol Reserve Assistance Program and the Admissions Liaison Officer Program.

**2.4. Initiating and Maintaining the Control Roster.** The UIF monitor retrieves and maintains the control roster for the commander:

2.4.1. Commanders use AF IMT 1058 to initiate control roster action. Individuals must acknowledge the action and have 3 duty days to submit a statement on their behalf before the AF IMT 1058 is finalized. The commander advises the individual of their final decision. Placement on the control roster is a mandatory UIF entry.

2.4.1.1. For Non-EAD Reservists who depart the duty area prior to the 3 duty days allowed for acknowledging intended actions; the individual has 30 calendar days from the date of receipt of the certified letter to acknowledge the notification and intended actions, and provide pertinent information before the commander makes the final decision. In calculating the time to respond, the date of receipt is not counted and if the individual mails their acknowledgment, the date of the postmark on the envelope will serve as the date of acknowledgment. An individual is presumed to be in receipt of official correspondence if it is delivered by certified mail to the individual's address or best available address.

2.4.1.2. A control roster will not be created or maintained on members assigned to the non-participating Reserve status (PAS S7XXXXXX).

2.4.2. **DELETED.**

Table 2.1. UIF Establishment and PDS Update Procedures (Officer).

	A	B	C	D	E	F
R U L E	If the document is	Update Code (see Attachment 3)	Disposition Dates are (see note 5)	Mandatory Filing		Received Documents From
				Yes	No	
1	Article 15, UCMJ	3	the date punishment or suspension is due to be completed (interim)	X (see note 1)		staff judge advocate.
	upon completion of punishment or suspension (expiration of code 3)	1	2 yrs from the date the commander signs items 4 of AF IMT 3070 (final)			
2	a record of conviction adjudged by court martial or any amended records (see note 5)	3	the date the punishment is due to be completed (not to exceed 4 yrs from date sentence was adjudged) (interim)	X (see note 1)		staff judge advocate.
	upon completion of punishment (expiration of code 3)	1	4 yrs from date the sentence was adjudged or PCS, transfer to another component, or separation plus 1 yr whichever is later (final) (see note 3)			
3	a record of conviction by a civilian court (foreign or domestic) or an action tantamount to a finding of guilty for an offense that carries a possible sentence of confinement for more than 1 yr, or death (see note 2 )	1	4 yrs from the date the sentence was adjudged or PCS, transfer to another component, or separation plus 1 yr whichever is later (final) (see note 3)	X (see note 1)		staff judge advocate.

	A	B	C	D	E	F
R U L E	If the document is	Update Code (see Attach- ment 3)	Disposition Dates are (see note 5)	Mandatory Filing		Received Documents From
				Yes	No	
4	a control roster action	2	6 months from the date the commander signs section V of AF IMT 1058 (interim) (See note 4)	X		the commander.
	upon completion of control roster action (expiration of code 2)	1	1 yr from the date the commander signs section V of AF IMT 1058 (final)			
5	LOR	1	2 yrs from the date the commander signs section V of AF IMT 1058 (final)	X		the commander.
6	anything the commander refers for filing such as LOCs, LOAs, confirmed evidence of unlawful discrimination or sexual harassment or civilian convictions for an offense that carries a possible sentence of confinement for 1 year or less	1	1 yr from the date the commander signs section V of AF IMT 1058 (final)		X	the commander.

**NOTES:**

1. Also applies to Article 15 punishment imposed on an Air Force member of a joint command by a commander of a different service when processed in accordance with AFI 51-202.
2. The servicing SJA specifies in writing whether the action is mandatory or optional for file in the UIF. The determination accompanies the record of court action (conviction or judgment) or is written and signed on the record itself. If mandatory for file, the SJA sends the record and determination directly to the UIF monitor with a copy to the member's commander for action.
3. PCS plus 1 year is determined by adding 1 year to the individual's Date Arrive Station (DAS). If individual's UIF is due to expire prior to the individual departing PCS, extend the UIF (do not let it expire) for 1 year from RNLTD. The gaining UIF monitor makes appropriate PDS/

PC-III adjustments when the individual's record is gained to file. For Reservists, extend the UIF (do not let it expire) for 1 year from the effective date change strength accountability [EDCSA], the date the Reservist changes assignment. For active duty officers that will separate or transfer to the USAFR do not let the UIF expire. Extend the disposition date to reflect 2 years or separation or transfer date plus one year, whichever is later.

4. HQ AFRC or HQ ARPC may establish longer observation periods, not to exceed 12 months, for Reserve personnel if deemed appropriate.
5. If the Article 15 punishment is a Letter of Reprimand only, then the update of UIF code 1 with a 2 year disposition date is appropriate.

**Table 2.2. UIF Establishment and PDS Update Procedures (Enlisted).**

R U L E	A	B	C	D	E	F
	If the document is	Update Code (see <a href="#">Attachment 3</a> )	Disposition Dates are	Mandatory Filing		Received Documents From
				Yes	No	
1	a record of suspended punishment under Article 15, or unsuspended Article 15 punishment which is longer than 1 month (31 days or more)(see note 1)	3	the date punishment or suspension is due to be completed (interim)	X (see note 4)		staff judge advocate.
	upon completion (expiration of code 3) of punishment, suspension, or vacation	1	2 yrs from the date the commander signs item 4 of AF IMT 3070 (final)			
	upon mitigation and punishment is less than 1 month (30 days or less)	1	1 yr from the date the commander signs section 1 of AF IMT 3212 (final)			
2	a record of conviction adjudged by court martial or any amended records	3	the date punishment is due to be completed (not to exceed 2 yrs from date sentence was adjudged) (interim)	X (see note 4)		staff judge advocate.
	upon completion of punishment (expiration of code 3)	1	2 yrs from date the sentence was adjudged (final)			

R U L E	A	B	C	D	E	F
	If the document is	Update Code (see Attach- ment 3)	Disposition Dates are	Mandatory Filing		Received Documents From
				Yes	No	
3	a record of conviction by a civilian court (foreign or domestic) or an action tantamount to a finding of guilty for an offense that carries a possible sentence of confinement for more than 1 yr, or death (see note 2)	1	2 yrs from date the sentence was adjudged (final)	X (see note 4)		staff judge advocate.
4	a control roster action	2	6 months from the date the commander signs section V of AF IMT 1058 (interim) (see note 3)	X		commander.
	upon completion of control roster action (expiration of code 2)	1	1 yr from the date the commander signs section V of AF IMT 1058 (final)			
5	anything the commander refers for filing, such as LOCs, LOAs, LORs, confirmed evidence of unlawful discrimination or sexual harassment or civilian convictions for an offense that carries a possible sentence of confinement for 1 year or less	1	1 yr from the date the commander signs section V of AF IMT 1058 (final)		X	commander.
6	Article 15 punishment of less than 1 month (30 days or less) (see note 1) or unsuspended reduction in grade (a straight bust/demotion).		1 yr from the date the commander signs items 6-8 of the AF IMT 3070		X (see note 4)	commander.

**NOTES:**

1. Includes any suspended punishment. Longer than a month equals 31 days or more. Less than a month equals 30 days or less.
2. The servicing SJA specifies in writing whether the action is mandatory or optional for file in the UIF. The determination accompanies the record of court action (conviction or judgment) or is written and signed on the record itself. If mandatory for file, the SJA sends the record and determination directly to the UIF monitor with a copy to the member's commander for action.
3. HQ AFRC or HQ ARPC may establish longer observation periods, not to exceed 12 months, for Reserve personnel, if deemed appropriate.
4. Also applies to Article 15 punishment imposed on an Air Force member of a joint command by a commander of a different service when processed in accordance with AFI 51-202.



**Table 2.3. Annotating and Disposing of UIF Summary (AF Form 1137).**

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>If UIF Monitor receives</b>	<b>then the monitor</b>	<b>and</b>	<b>and</b>
<b>1</b>	documents for file in the UIF according to <a href="#">Table 2.1.</a> and <a href="#">Table 2.2.</a> or paragraph <a href="#">1.4.</a>	prepares or updates the UIF summary to record and summarize the incident, files the document in the UIF, updates PDS	gives copy of AF Form 1137 to member's unit commander. When necessary, coordinate with unit PRP monitor <b>and</b> sends a copy of initial and updated AF Form 1137 to officers' servicing/gaining DPP (For unit Reservists to HQ AFRC/DPMB and for individual Reservists to the MAJCOM Program Manager)	sends an additional copy of AF Form 1137 to the appropriate office (see paragraph <a href="#">1.9.</a> ) for medical, dental, chaplain, legal officers and officers in the rank of colonel and colonel select (for Reserve officers in the rank of colonel and colonel select, see paragraph <a href="#">1.3.4.3.</a> ).
<b>2</b>	an approved or pending involuntary separation action, including an approved period of probation and rehabilitation under AFI 36-3208. For Reserve personnel reference AFI 36-3209, <i>Separation Procedures for ANG and AFR Members</i>	annotates the original AF Form 1137 Involuntary Discharge initiated under AFI 36-3206 or AFI 36-3208 on (date). Probation and rehabilitation granted under AFI 36-3208. For Reserve personnel: probation of member with lengthy service granted under AFI 36-3209 (see note 1)		
<b>3</b>	a notice to send advance copies of a member's AF Form 1137 for pending PCS reassignment (see notes 2, 3, and 11)	mails two copies of the notice and AF Form 1137 to the gaining unit or MPF for non PC-III units	the gaining MPF non PC-III units, sends a copy of the notice and AF Form 1137 to the gaining commander. The remaining copies are retained in MPF pending receipt of the UIF	the gaining commander reviews the AF Form 1137 and files it in the unit PIF.
<b>4</b>	a notice to send a copy of an AF Form 1137 for member being reassigned PCA (see notes 4 and 11)	sends notice with a copy of the member's AF Form 1137 to the gaining commander		
<b>5</b>	a notice to send an UIF when PDS confirms PCS departure (see notes 5, 6, and 7)	sends notice with the UIF to the gaining unit or MPF non PC-III units (for individual Reservists to the unit of assignment)	the gaining unit or MPF non PC-III units, reviews the UIF for completeness, verifies PDS, makes required corrections, files the UIF	contacts the losing unit or MPF non PC-III units when the documentation is not complete.
<b>6</b>	a transaction register (TR) notice that a member's UIF has expired	verifies the accuracy of the disposition date, makes required changes	determines there is no information that extends the UIF disposition date	destroys the UIF.
<b>7</b>	a TR notice that a member's UIF has expired	verifies the accuracy of the disposition date, makes required changes	discovers new information that extends the UIF disposition date	retains the UIF for 10 workdays pending receipt of the new information, or adds the new information and updates UIF data.
<b>8</b>	a notice when a member enters dropped-from-the-rolls status (see note 8)	gives UIF to Personnel Employment	Personnel Employment places the UIF in field personnel record group (FPRG) before sending to HQ AFPC/DPWCM	HQ AFPC/DPWCM destroys the UIF if the status changes to deceased.

R U L E	A	B	C	D
	If UIF Monitor receives	then the monitor	and	and
9	a notice that a member in dropped-from-the-rolls status has been returned to duty (see note 8)	contacts Personnel Employment and requests UIF	Personnel Employment asks HQ AFPC/DPWCM to return the UIF	HQ AFPC/DPWCM returns UIF with FPRG.
10	an UIF or UIF document on a person not serviced now or in the foreseeable future by the MPF (see note 9)	verifies the member's status (TDY, TDY en route PCS, pending assignment canceled or changed, or the documents simply missent)	returns the documents to the appropriate MPF or the member's last unit of assignment for processing	
11	a notice that a member is within 120 days of RNLTD (see note 11)	verifies receipt of the AF Form 1137	requests that the losing unit or MPF-non PC-III units, forward copies of AF Form 1137 according to rule 3, if they do not arrive as expected	
12	a notice that a member is in confinement as a result of court-martial punishment (see note 10)		Personnel Employment retains UIF in FRGP. For individual Reservists fwd UIF to HQ ARPC/DPMPQ, 6760 E. Irvington Place #3800, Denver CO 80280-3800	
13	a notice that a member is in appellate leave status	places UIF with FPRG awaiting appellate decision	Personnel Relocations retains UIF in FRGP	on receipt of decision by appellate authority, disposes of UIF accordingly.
14	a notice that a member is in AWOL or deserter status and UIF is due to expire	verifies that the member is in AWOL or deserter status and that the UIF expiration date is accurate	when appropriate, updates UIF expiration date to 8s and files notice in UIF (see paragraph <a href="#">1.10.3.</a> )	retains UIF awaiting further information.
15	a notice that an officer is being separated and transferred to the USAFR	forwards the UIF to the appropriate records custodian of new assignment (reference <a href="#">Table 1.1.</a> ).		
16	A notice that a member is released from a Reserve unit and transferred to HQ ARPC nonparticipating status (officer or enlisted).	forward the UIF to HQ ARPC/DSX, 6760 E. Irvington PL#4000, Denver CO, 80280-4000.		
17	A notice that a regular officer is discharged (not for cause) and records are being sent to HQ ARPC.	forwards the UIF to HQ ARPC/DSX, 6760 E. Irvington PL #4000, Denver CO 80280-4000.		
18	A notice that a Reserve officer is discharged (without immediate reentry or continuation on active duty) or dies	destroys the UIF.		
19	A notice that an enlisted member is separated or dies	destroys the UIF.		
20	A notice that a member is reassigned to the retired Reserve	destroys the UIF.		

	A	B	C	D
<b>R U L E</b>	<b>If UIF Monitor receives</b>	<b>then the monitor</b>	<b>and</b>	<b>and</b>
<b>21</b>	A notice that a member (officer or enlisted) is discharged for cause)	destroys the UIF.		
<b>22</b>	A notice that a member is being transferred from non-participating (S7XXXXXX) status to participating assignment	forwards UIF to the gaining USAFR assignment.		
<b>23</b>	A notice that a Reserve member (officer or enlisted) is being reassigned within the USAFR	forwards the UIF to the gaining USAFR assignment.		
<b>24</b>	A notice that an officer of the USAFR is being transferred to active duty	forwards the UIF to the gaining active duty unit.		

**NOTES:**

1. This is an AF Form 1137 annotation only. You do not have to maintain documentation in the UIF.
2. The PDS generates a transmittal notice for the AF Form 1137 before the RNLTD, when a member's end assignment changes, and on short-notice assignments if the member is within 120 days of RNLTD. When a member's end assignment changes or is canceled, the PDS generates a TR remark, and the gaining unit destroys the advance copies of the AF Form 1137.
3. Keep a copy of the advance transmittal notice in the UIF folder until you mail it. Destroy it afterwards.
4. If the member is projected for a PRP position, coordinate UIFs on gains with the unit PRP monitor.
5. File retained transmittal notices in the general correspondence file.
6. Before mailing an UIF, ensure that its contents are complete and accurately recorded. Sign and date the AF Form 1137 (reviewer's remarks, signature, date), certifying that you have reviewed it. Do not mail the UIF until you receive PDS confirmation.
7. The PDS produces a notice once it confirms a member's reassignment. Change the pencil entries on the AF Form 1137 before sending the UIF to the new unit.
8. When a member enters or returns from dropped-from-the-rolls status, code or decode the UIF disposition.
9. To determine the member's status, consult the worldwide personnel listing, MPF inprocessing clerk, Personnel Employment, or the losing Special Actions office.
10. Before giving an UIF to the Personnel Employment Element, for individual Reservists, to HQ ARPC/DPMPQ, the UIF monitor:

- 10.1. Signs and dates the AF Form 1137 (reviewer's remarks, signature, date), certifying he or she reviewed it.
  - 10.2. For a member reassigned as a prisoner (confinement) with or without discharge because of a court-martial conviction, records the court-martial conviction on AF Form 1137 and includes it in the UIF before forwarding the UIF to the Personnel Employment Element.
  - 10.3. Delays forwarding and takes timely follow-up action pending receipt of the court-martial conviction and then gives Personnel Employment the UIF for placement in the Field Personnel Record Group (FPRG).
  - 10.4. For prisoners confined at a Department of Defense Regional Correction Facility, under administrative control of the Director of Air Force Corrections, mail the UIF to HQ AFSPA/SPCI Bldg 20203, 8601 F Ave. SE, Kirtland AFB NM 87117-5516. See AFI 51-201, *Administration of Military Justice*.
11. Does not apply to the Air Force Reserve.

## Chapter 3

### ADMINISTRATIVE COUNSELINGS, ADMONITIONS, AND REPRIMANDS

**3.1. Who Can Use Counseling, Admonitions, and Reprimands.** Commanders, supervisors, and other persons in authority can issue administrative counseling, admonitions, and reprimands. These actions are intended to improve, correct, and instruct subordinates who depart from standards of performance, conduct, bearing, and integrity, on or off duty, and whose actions degrade the individual and unit's mission. This includes issuing administrative counseling, admonitions, and reprimands to Reservists who commit an offense while in civilian status.

3.1.1. Raters must consider making comments on performance reports when the ratee receives any of these adverse actions

3.1.2. Written administrative counseling, admonitions, and reprimands are subject to the rules of access, protection, and disclosure outlined in The Privacy Act of 1974, System of Records, F035 AF MP L. The same rules apply to copies kept by supervisors and commanders and those filed in an individual's UIF or the unit's Personnel Information File (PIF).

**3.2. Records of Individual Counseling (RIC).** Counseling helps people use good judgment, assume responsibility, and face and solve problems. Counselors assist subordinates in developing skills, attitudes, and behaviors that are consistent with maintaining the Air Force's readiness.

3.2.1. First line supervisors, first sergeants, and commanders routinely counsel individuals either verbally or in writing, giving advice and reassuring subordinates about specific situations.

3.2.2. AF IMT 174, **Record of Individual Counseling (RIC)**, records the counseling session. It provides a record of positive or negative counseling and is useful when completing performance evaluations. Documenting counseling sessions on bond paper or letterhead constitutes a Letter of Counseling (LOC) if you don't have access to an AF IMT 174.

3.2.3. Front line supervisors and first sergeants may recommend the commander file negative or unfavorable RICs or LOCs in the UIF. For officer personnel, if the LOC is not filed in the UIF, it must be filed in the individual's PIF.

**3.3. LOAs.** An admonishment is more severe than a LOC/RIC. Use it to document an infraction serious enough to warrant the LOA. Do not use it when a reprimand is more appropriate. For officer personnel, if the LOA is not filed in the UIF, it must be filed in the individual's PIF.

**3.4. LORs.** A reprimand is more severe than a counseling or admonition and indicates a stronger degree of official censure. Commanders may elect to file a LOR in an UIF for enlisted personnel. LORs are mandatory for file in the UIF for officer personnel.

3.4.1. For officer personnel only: If a person other than the unit commander issues a LOR, send it to the unit commander for acknowledgment and endorsement via AF IMT 1058 and establish/file in an UIF. Include the member's written acknowledgment and any documents submitted by the member.

3.4.2. The AF IMT 1058 does not need to be referred to the officer since the rebuttal opportunity is offered at the time the LOR is administered (see paragraph **3.5.1.**). The AF IMT 1058 is used only to

obtain the commander's acknowledgment of the action (for LORs administered by personnel other than the commander) and to refer the LOR for file in the UIF.

### **3.5. Administering RICs, LOCs, LOAs, or LORs.**

3.5.1. Administer a counseling, admonition, or reprimand, verbally or in writing. If written, the letter states:

3.5.1.1. What the member did or failed to do, citing specific incidents and their dates.

3.5.1.2. What improvement is expected.

3.5.1.3. That further deviation may result in more severe action.

3.5.1.4. That the individual has 3 duty days to submit rebuttal documents for consideration by the initiator. For Non-EAD Reservists: the individual has 30 calendar days from the date of receipt of the certified letter, to acknowledge the notification, intended actions, and provide pertinent information before the commander makes the final decision. In calculating the time to respond, the date of receipt is not counted, and if the individual mails their acknowledgment, the date of the postmark on the envelope will serve as the date of acknowledgment. An individual is presumed to be in receipt of official correspondence if it is delivered by certified mail to the individual's address or best available address.

3.5.1.5. That all supporting documents received from the individual will become part of the record.

3.5.1.6. The person who initiates the RIC, LOC, LOA, or LOR has 3 duty days to advise the individual of their final decision regarding any comments submitted by the individual. For Non-EAD Reservists: the initiator has 30 calendar days from the date of receipt of the certified letter to reply to the member.

3.5.2. The person who initiates a RIC/LOC, LOA, or LOR may send it to the member's commander or superiors for information, action, or for their approval for file in the UIF or PIF. Include the member's written acknowledgment and any documents submitted by the member. For officers, LORs must be filed in the UIF, and any LOAs or LOCs not filed in the UIF, must be filed in the officer's PIF.

3.5.3. The person who initiates a LOA or LOR for a general officer or general officer select will forward the original document and attachments to AFSLMO or RESOMO for distribution to the commander. Mailing addresses are listed in paragraph [1.3.4.3.](#) or [1.9.4.](#)

### **3.6. Forms Prescribed.** AF Form 174, **Record of Individual Counseling**, AF Form 1058, **Unfavorable Information File Actions**, and AF Form 1137, **Unfavorable Information File Summary**.

ROGER A. BRADY, Lt Gen, USAF  
DCS/Personnel

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Public Law 93-579, *Privacy and Social Security Numbers*

System of Records Notice F035 AF MP L, *Unfavorable Information Files (UIF)*

Title 5, U.S.C., Section 552a, *Records Maintained on Individuals*

Title 10, U.S.C., Section 8013, *Secretary of the Air Force*

***Abbreviations and Acronyms***

**AFSLMO**—Air Force General Officer Matters Office

**AFPC**—Air Force Personnel Center

**AFR**—Air Force Reserve

**AFRC**—Air Force Reserve Command

**ARPC**—Air Reserve Personnel Center

**AWOL**—Absent without leave

**BSC**—Biomedical Sciences Corps

**CEMR**—Commander's enlisted management roster

**CJR**—Career Job Reservation

**COMR**—Commander's Officer Management Roster

**CRS**—Conditional reserve status

**DAS**—Date Arrive Station

**DEROS**—Date Eligible to Return from Overseas

**DC**—Dental Corps

**DPP**—Director of Personnel Programs

**DRU**—Direct Reporting Unit

**EDCSA**—Effective Date Change Strength Accountability

**EPR**—Enlisted performance report

**FPRG**—Field Personnel Record Group

**FOA**—Field operating agency

**GCMCA**—General CourtMartial Convening Authority

**GSU**—Geographically separated unit

**HPSP**—Health Professionals Scholarship Program

**HQ USAF**—Headquarters United States Air Force  
**IMA**—Individual Mobilization Augmentee  
**LOA**—Letter of admonishment  
**LOC**—Letter of Counseling  
**LOR**—Letter of reprimand  
**MC**—Medical Corps  
**MilPDS**—Military Personnel Data System  
**MPF**—Military Personnel Flight  
**MSC**—Medical Service Corps  
**NC**—Nurse Corps  
**NON-EAD**—Non-extended active duty  
**NSR**—Noncommissioned Officer Selection Record  
**OPR**—Officer Performance Report  
**OSR**—Officer Selection Record  
**PC-III**—Personnel Concept III  
**PCA**—Permanent change of assignment  
**PCS**—Permanent change of station  
**PDS**—Personnel data system  
**PIF**—Personnel Information File  
**PRP**—Personnel reliability program  
**RegAF**—Regular Air Force  
**ResAF**—Reserve of the Air Force  
**RESOMO**—Reserve Senior Officer Management Office  
**RIC**—Record of Individual Counseling, (AF Fm 174)  
**RNLTD**—Report no later than date  
**SAF/GC**—Secretary of the Air Force, Office of the General Counsel  
**SART**—Substance Abuse Reorientation Treatment  
**SJA**—Staff Judge Advocate  
**SOUIF**—Senior Official Unfavorable Information File  
**SPTC**—Specified Period of Time Contract  
**TR**—Transaction register  
**UCMJ**—Uniform Code of Military Justice



**Attachment 2****SELF-INSPECTION CHECKLIST**

The proper authority is administering the UIF action.

All mandatory documents are filed in the UIF.

The commander refers optional UIF documents to the member before putting them in the UIF.

The commander allows the member 3 duty days to acknowledge the intended UIF action before the commander completes the action. For Non-EAD Reservists: the individual has 30 calendar days from the date of receipt of the certified letter.

The commander advises the member about the decision regarding the UIF.

The commander considers filing earlier administrative actions in an UIF.

The unit receives a copy of AF Form 1137 from the UIF monitor when an UIF is established or changed. (non PC-III units)

The commander reviews UIFs before a PCS or PCA.

The commander and SJA review UIFs on an annual basis.

The commander or commander's representative replies to UIF recommendations made by the Military Personnel Flight or Staff Judge Advocate.

The commander discusses early removal of an UIF document with the staff judge advocate and military personnel flight commander.

The commander uses AF Form 1058 to remove documents from the UIF, citing the specific document.

The UIF monitor marks the front and back of envelopes containing UIF information FOR OFFICIAL USE ONLY.

The commander decides what happens to the UIF once the member returns from AWOL or deserter status.

The commander considers a control roster observation period for members who demonstrate substandard duty performance or fail to maintain Air Force standards.

The commander periodically counsels personnel on the control roster about their improvement.

The commander considers directing an OPR or EPR before entering and removing a member from the control roster.

The commander is aware that once the control roster expires the individual will not be placed back on the control roster unless a separate incident occurs.

The commander considers the member's service and overseas retainability before putting the member on the control roster.

The commander removes the member from formal training during the control roster observation period.

The proper authority places the member on the control roster using AF Form 1058.

The letter of reprimand or admonition is prepared correctly.

The member replied to a letter of reprimand or admonition within 3 duty days. For Non-EAD Reservists: the individual has 30 calendar days from the date of receipt of the certified letter.

Documentation of adverse administrative actions officers receive while TDY or deployed is forwarded to the unit commander for file in the UIF, PIF, and OSR as applicable.

**Attachment 3****PROCEDURES FOR UPDATING THE PERSONNEL DATA SYSTEM (PDS)**

**A3.1.** The commander is responsible for the accuracy and validity of UIF data. The Base or Unit UIF monitor updates the following codes and disposition dates in the PDS when directed by the commander or SJA IAW **Table 2.1.** and **Table 2.2.:**

A3.1.1. Code 1 - UIF only

A3.1.2. Code 2 - Control Roster and UIF

A3.1.3. Code 3 - Punishment, Article 15, or court-martial

**A3.2.** The PDS monitors the expiration and proper disposal of the UIF using the UIF disposition date. As documents are placed in or removed from the UIF, the UIF disposition date must be adjusted. The PDS identifies preliminary UIF actions by the interim disposition date, such as Article 15 or court-martial punishment, or placement on the control roster. Establish the final UIF disposition date when the interim period is over. For example: Article 15 punishment is for 2 months. The commander signs item 4 on the AF IMT 3070 on 26 Sep 04. The interim UIF code is 3 and the interim UIF disposition date is the date punishment will be completed or is suspended to. If no additional documents are added to the UIF prior to the expiration of the interim date, the code is adjusted from 3 to 1 and the final UIF disposition date is 25 Sep 06, one day less than the document's effective date plus the 2-year final retention duration. Then on 18 Sep 06 the individual receives a LOR and the commander completes the AF IMT 1058 on 25 Sep 06. Update the disposition date to 24 Sep 07.

**NOTES:**

1. Interim Disposition Date: Do not subtract one day from the interim disposition date.
2. Final Disposition Date: Subtract one day from the date in item 4 of the AF IMT 3070 or section V of AF IMT 1058 to determine the final disposition date.
3. AF IMT 1058: If there is more than 14 days between the date the commander signed the AF IMT 1058 and the date of an LOR, annotate the discrepancy in an MFR and use the date of the LOR when determining the disposition date. File the MFR in the UIF with the AF IMT 1058.

**A3.3.** When the commander places a member on the control roster and the UIF also has an Article 15 action in it; the control roster (interim UIF code 2) takes precedence over the Article 15 (UIF code 3). If the Article 15 punishment is not complete when the control roster expires, update the interim UIF to code 3 and add an interim UIF disposition date for the remainder of the punishment period. Update the UIF code to 1 and adjust the UIF disposition date when punishment is complete.

**A3.4. DELETED.**

**A3.5.** A TR notice alerts the UIF monitor when an UIF is about to expire. If there is no new information to add to the UIF, allow the code and date to expire automatically and is destroy the UIF (see **Table 2.3.**). **For officers only:** If an officer has an UIF based on a record of conviction adjudged by court martial or any amended records or a record of conviction by a civilian court (foreign or domestic) or an action tantamount to a finding of guilty for an offense that carries a possible sentence of confinement for more than 1

yr, or death and receives an assignment prior to the UIF expiration date, do not allow the UIF to expire until it has been on file for 4 years or PCS plus 1-year, whichever is later. PCS plus 1 year is based on DAS at the new duty station. If an officer has a UIF and will separate or transfer to the USAFR prior to the UIF expiration date, do not allow the UIF to expire until it has been on file for 4 years or separation/transfer date plus one year, whichever is later.

**A3.6.** PDS will not be updated for general officer or general officer selects. The AFSLMO or RESOMO UIF monitor will establish a disposition date on an individual basis.

### **A3.7. Step-by-Step Instructions for Removing a UIF**

A3.7.1. Officer UIFs can only be deleted via MilPDS, and should only be updated upon receipt of an AF IMT 1058 or memorandum from the Wing Commander/ equivalent, or issuing authority whichever is higher authorizing the deletion of the UIF. Never update without a source document. Enlisted UIFs can be deleted using PC-III or MilPDS and should be updated upon receipt of an AF IMT 1058 from the unit commander or higher commander.

A3.7.1.1. In MilPDS, click Customer Support, Career Enhancements, Misc. Actions, then Officer Quality Force or Enlisted Quality Force.

A3.7.1.2. Once at the Officer or Enlisted Quality Force screen, hit the F7 key.

A3.7.1.3. Type in the member's SSAN with dashes.

A3.7.1.4. Hit the F8 key to execute the search.

A3.7.1.5. When the member's name/data comes up on screen, click on the Quality Info button.

A3.7.1.6. A long, rectangular "details" block will now appear on screen. (Don't open the "details" block) Just place your cursor in the small, narrow "box" on the left side of the details block.

A3.7.1.7. Click the Delete Record icon (red "X" icon at the top (middle) of your screen).

A3.7.1.8. MilPDS will ask if you really want to do this. Click on "yes", to delete the UIF. The UIF data in the details block will disappear.

A3.7.1.9. Click the "save" icon ("yellow disk" icon at the top (left) of your screen). This action will delete the UIF data, and save the removal transaction. If you fail to take this step, the update won't save.

**Attachment 4****IC 2005-1 TO AFI 36-2907, UNFAVORABLE INFORMATION FILE (UIF)**

17 JUNE 2005

*SUMMARY OF REVISIONS*

This change incorporates interim change (IC) 2005-1 (**Attachment 4**). This change clarifies when the base UIF monitor will conduct unit UIF training (paragraph **1.1.3.**); requires commanders to appoint a 3S0X1 or civilian from their staff to act as the unit UIF monitor and send an appointment letter to the base UIF monitor within 30 days of appointment (paragraph **1.1.4.**); updates office symbols, organizational addresses, and AF IMTs; clarifies who has the authority to remove UIFs on officers (paragraph **1.2.1.**); clarifies the length of a month (paragraph **1.3.1.**); clarifies who has authority to remove UIFs on enlisted members (paragraph **1.2.2.1.**); clarifies Article 15 supporting documentation disposition (paragraph **1.3.4.1.1.**); adds PDS database integrity as an MPF responsibility (paragraph 1.5.2.2.6); adds commander responsibility to periodically counsel personnel on the control roster (paragraph **2.2.1.1.**); aligns disposition dates with the CSAF NOTAM 98-2 (**Table 2.1.** and **Table 2.2.**); adds a time limit for the person who initiates the RIC, LOC, LOA, or LOR to advise the individual of their final decision (paragraph **3.5.1.6.**); and adds PDS removal procedures (**Attachment 3**). See the last attachment of the publication, IC 2005-1, for the complete IC. A bar (|) indicates a revision from the previous edition.

OPR: HQ AFPC/DPFFOC (TSgt Christine Stingley)

Certified by: HQ AFPC/DPF (Col Roger T. Corbin)

Supersedes AFI 36-2907, 1 May 1997.

1.1.2. Military Personnel Flight (MPF) commanders will appoint an individual to act as the base UIF monitor. The base UIF monitor will complete Personnel Data System (PDS) updates for the non-PC-III units, as well as, provide required PDS products.

1.1.3. The base UIF monitor will conduct unit UIF training:

1.1.3.1. Annually.

1.1.3.2. Within 60 days of notification of appointment of a new unit UIF monitor.

1.1.3.2.1. Maintain appointment letters on all wing and tenant units.

1.1.3.3. Upon request from a unit commander or when it appears training is needed.

1.1.4. Commanders will appoint a 3S0X1 or civilian (civil service employee or contractor) from their staff to act as the Unit UIF monitor. When the commander does not have a 3S0X1 on staff a 3A0X1 may be appointed.

1.1.4.1. Send an appointment letter to the base UIF monitor within 30 days of appointment.

1.1.5. For monitors of UIFs for United States Air Force Reserve (USAFR) personnel, see **Table 1.1.**

**1.2. Controlling UIFs.** The following individuals have authority to establish, remove, or destroy UIFs for:

1.2.1. Officers:

1.2.1.1. Commanders at all levels for members assigned or attached to their units may establish UIFs on officers. Commanders must be senior to the member.

1.2.1.2. The commander, vice commander, staff director and directors at Major Commands (MAJCOM), Field Operating Agencies (FOA), and Direct Reporting Units (DRU).

1.2.1.3. Chief of staff, deputy chiefs of staff, assistant chiefs of staff, other heads of staff agencies, and directors assigned to Headquarters, US Air Force.

1.2.1.4. Comparable officers within the Office of the Secretary of the Air Force, Office of the Joint Chiefs of Staff, and Office of the Secretary of Defense.

1.2.1.5. The Senior Air Force officer assigned to a joint command.

1.2.1.6. The Program Manager for Civil Air Patrol Reserve Assistance Program and the Admissions Liaison Officer Program.

1.2.1.7. When a commander in a joint command, assigned to a different service, imposes nonjudicial punishment on an Air Force member, the Air Force must decide whether to establish an UIF. (See AFI 51-202, *Nonjudicial Punishment*).

1.2.1.7.1. If the senior Air Force officer or commander of the member's element is not available or is junior to the commander who imposed the punishment, the General Court-Martial Convening Authority (GCMCA) of the Air Force command decides whether to establish a UIF.

1.2.1.7.2. If the Air Force host command does not have a GCMCA who is senior to the commander who imposed punishment, a senior general court-martial authority of the Air Force decides.

1.2.1.8. Officer UIFs established on or after 1 May 98 may be removed early if the document used to establish the UIF is or a separate document may be removed if the document is a:

1.2.1.8.1. Court-Martial Order and the removing authority is the wing commander (or equivalent) or convening authority, whichever is higher, (punishment must be completed prior to early removal).

1.2.1.8.2. Article 15, Uniform Code of Military Justice (UCMJ), and the removing authority is the wing commander (or equivalent) or imposing commander, whichever is higher, (punishment must be completed prior to early removal). Further references to "Article 15, UCMJ" for the purposes of this AFI will be referred to as "Article 15" only.

1.2.1.8.3. Letter of Reprimand (LOR), Letter of Counseling (LOC), Letter of Admonition (LOA), or Control Roster placement authority is the wing commander (or equivalent) or issuing authority, whichever is higher.

1.2.2. Enlisted members:

1.2.2.1. Commanders at all levels for members assigned or attached to their units have authority to establish, remove, or destroy UIFs on enlisted members. **EXCEPTION:** Remove UIFs upon receipt of an AF IMT 1058, or memorandum signed by the wing commander (or equivalent) or the convening authority, whichever is higher.

1.2.2.2. The commander, vice commander, staff director and directors at Major Commands (MAJCOM), Field Operating Agencies (FOA), and Direct Reporting Units (DRU).

1.2.2.3. Chief of Staff, deputy chiefs of staff, assistant chiefs of staff, other heads of staff agencies, and directors assigned to Headquarters, US Air Force.

1.2.2.4. Comparable officers within the Office of the Secretary of the Air Force, Office of the Joint Chiefs of Staff, and Office of the Secretary of Defense.

1.2.2.5. The Senior Air Force officer assigned to a joint command.

1.2.2.6. The Program Manager for Civil Air Patrol Reserve Assistance Program and the Admissions Liaison Officer Program.

1.2.2.7. When a commander in a joint command, assigned to a different service, imposes nonjudicial punishment on an Air Force member, the Air Force must decide whether to establish a UIF. (See AFI 51-202, *Nonjudicial Punishment*).

1.2.2.7.1. If the senior Air Force officer or commander of the member's element is not available or is junior to the commander who imposed the punishment, the General Court-Martial Convening Authority (GCMCA) of the Air Force command decides whether to establish a UIF.

1.2.2.7.2. If the Air Force host command does not have a GCMCA who is senior to the commander who imposed punishment, a senior general court-martial authority of the Air Force decides.

### **1.3. Initiating UIF actions.**

1.3.1. **For enlisted members**, commanders refer optional documents LOAs, LOCs, or LOR to the offending member along with an AF IMT 1058 before establishing a UIF. Do not use AF IMT 1058 if you file an optional Article 15 in the UIF. **NOTE:** Mandatory UIF documents (Article 15s with punishment exceeding 1 month {31 days or more}, court-martial or civilian court convictions) are not referred via AF IMT 1058.

1.3.2. **For officers**, commanders refer optional documents (LOAs, LOCs) to the offending member along with an AF IMT 1058 before establishing a UIF. Mandatory UIF documents (Article 15s, court-martial or civilian court convictions) are not referred via AF IMT 1058. LORs are mandatory for file in an officer's UIF, and must be entered into the UIF via AF IMT 1058, but the commander does not need to submit the AF IMT 1058 to the officer. The officer is provided an opportunity to refute the LOR when it is initially presented (see paragraph **3.5.1**).

1.3.4. The individual (enlisted and officer) has 3 duty days (current date plus 3 duty days) to acknowledge the intended actions and provide pertinent information before the commander makes the final decision on placing optional documents in the UIF. For Non-EAD Reservists who depart the duty area prior to the 3 duty days allowed for acknowledging intended actions, the individual has 30 calendar days from the date of receipt of the certified letter to acknowledge the notification, intended actions, and provide pertinent information before the commander makes the final decision. In calculating the time to respond, the date of receipt is not counted, and if the individual mails their acknowledgment, the date of the postmark on the envelope will serve as the date of acknowledgment. The individual is presumed to be in receipt of official correspondence if it is delivered by certified mail to the individual's address or best available address.

1.3.4.1.1. Article 15 supporting documentation such as evidence or other written materials, to include the member's response to the Article 15 action, considered as a basis for imposing punishment, or vacating a

suspended punishment, or submitted by the offender in mitigation, extenuation, or defense or on appeal are not part of the record. File these materials at the office of the servicing SJA of the commander who initiated the Article 15 as attachments to that office's copy of the action.

1.3.4.3. The commander forwards copies of adverse administrative actions, LORs, and AF IMT 1137s and 1058s:

1.3.4.3.1. For active duty General officers, general officer selects, colonels and colonel selects to the Air Force Senior Leader Management Office at AFSLMO/PR, Crystal Plaza 6, Suite 500, 2221 South Clark Street, Suite 5000, Arlington, VA 22202.

1.3.4.3.2. For active duty Chief Master Sergeants and Chief Master Sergeant selects to AFSLMO, 550 C. Street West, Suite 30, Randolph AFB TX 78150-4732.

1.3.4.3.3. For Reserve individual mobilization augmentee (IMA) colonels and colonel selects to HQ USAF/RESOMO, 1500 Wilson Blvd, Suite 400, Rosslyn, VA 22209-2404.

1.3.4.3.4. For unit Reserve colonels and colonel selects to HQ AFRC/DPO, 155 Richard Ray Blvd, Robins AFB GA 31098-1635.

1.3.4.3.5. For Air Force Reserve Air Guard Reserve (AGR) colonels and colonel selects to HQ USAF/REAMO, 1621 North Kent Street #260, Rosslyn, VA 22209-2131.

1.3.4.3.6. For Reserve general officers and general officer selects to HQ USAF/RESOMO, 1500 Wilson Blvd, Suite 400, Rosslyn, VA 22209-2131.

**1.3.4.4. DELETED.**

1.3.4.5. For officers in the grade of colonel and above (active duty, guard and reserve): A commander's decision to place adverse information in an UIF or the Officer Selection Record (OSR) is unrelated to the SecAF's decision to place this information in the Senior Officer Unfavorable Information File (SOUIF). Therefore, commanders will forward copies of all adverse information to SAF/IG, 1140 Air Force Pentagon, Washington D.C. 20330, according to AFI 90-301, *Inspector General Complaints*. The SOUIF process is described in AFI 90-301 and 36-2501, *Officer Promotions and Selective Continuation*.

1.3.4.6. For officers in the grade of Lieutenant Colonel and below: send a copy of the initial and updated AF IMT 1137 to the officer's servicing and gaining MAJCOM/DPP.

1.3.4.7. For all IMA's, send a copy of the initial and any updated AF IMT 1058s to the MAJCOM/AF Element Program Manager and HQ ARPF/DPRFQ.

**1.4.1.4. DELETED.**

1.4.2.7. Except as indicated in paragraph **1.11.**, update the Military Personnel Data System (MilPDS)/PC-III IAW **Table 2.1.** and **Table 2.2.**, when a commander establishes a UIF or adds/removes documents from a member's UIF.

1.4.4. Commanders decide what to do with optional UIF documents. After initially deciding not to establish a UIF, commanders may elect to establish a UIF or include an earlier administrative action in a previously established UIF if the date of the action or document is within 6 months from the date of the action. This does not apply to individuals who have reenlisted since the date of the document.

1.4.6. See **Table 2.1.** and **Table 2.2.** for a list of documents that the UIF monitor must file.

**NOTE: DELETED.**



## 1.5. Updating UIF Documents (see [Attachment 3](#)).

1.5.1. Unit UIF Monitor. Once documents are received from the unit commander, base staff judge advocate, or social actions officer the unit UIF monitor updates UIF actions in PC-III or PDS in a timely manner. At PC-III units, the PDS automatically relays each UIF update throughout the MPF. The base UIF monitor for non-PC-III units must ensure all offices within the MPF coordinate on UIF entries and documents.

1.5.2. The MPF.

1.5.2.1. The Career Enhancement Element:

1.5.2.1.1. Forwards executed grade reductions (demotion order or AF IMT 3070) to the Customer Service Element. Mask or black out the offense and punishment on AF IMT 3070 (see AFI 36-2608).

1.5.2.1.2. Monitors UIF actions for possible adjustment to an enlisted member's promotion and reenlistment eligibility.

1.5.2.1.3. Monitors UIF actions for officers who are eligible or selected for promotion.

1.5.2.1.4. Ensures the decision letter to file or not to file the Article 15 in the NSR or OSR is properly made (see AFI 36-2608).

1.5.2.1.5. Projects and suspenses commander-directed Officer Performance Reports (OPR) or Enlisted Performance Reports (EPR) resulting from control roster action.

1.5.2.1.6. Ensures PDS database integrity.

1.5.2.2. The Customer Service Element files a copy of all executed grade reductions (demotion order) received from the Career Enhancement Element as the source document of the new grade and date of rank.

1.5.2.3 The Personnel Relocations Element:

1.5.2.3.1. Updates and maintains assignment availability codes.

1.5.2.3.2. Ensure members remain qualified to possess the current Air Force Specialty Code (AFSC).

1.5.2.3.3. Ensures members pending or with approved formal training, retraining, or reclassification, remain qualified.

1.5.2.3.4. When the commander initiates or updates a UIF on an IMA, the UIF monitor will forward on copy of all of the information to the MAJCOM/AF Element Program Manager and HQ ARPC/DPRFQ.

1.6.1.4. OPR and EPR rating officials, when preparing to write or endorse an OPR, EPR, Promotion Recommendation Form (PRF) or recommending an enlisted member for reenlistment, extension, or a Career Job Reservation (CJR).

1.7.3. The UIF monitor (base and unit):

1.7.4. The base UIF monitor will audit all existing UIFs at least bi-annually by comparing the PDS to UIFs on file.

1.7.5. The unit UIF monitor will ensure UIFs are maintained properly and corresponding PDS entries are correct/corrected.

1.7.6. Document reviews via memorandum signed by the base and unit UIF monitor as applicable to the type of review conducted. Upon completion of a review, each UIF monitor files it in the general correspondence file.

1.7.7. Unit commanders or first sergeants review the MPF's audit and commander's self-inspection checklist.

## **1.9. Removal of UIFs or their Documents.**

1.9.1. Commanders maintain the UIF and all of its documents/contents until the final disposition date (**Table 2.1.** and **Table 2.2.**) unless early removal of the document or UIF is clearly warranted. Commanders initiate removal action via AF IMT 1058 or memorandum, and the individual should acknowledge the action.

1.9.2. UIF monitors:

1.9.2.1. Remove UIFs (enlisted or officer) when you receive a record of action from the SJA showing that punishment under Article 15 was set aside or that a civilian conviction was overturned.

1.9.2.2. Remove UIFs (enlisted or officer) when the commander, after consulting with the servicing SJA and reviewing the member's rebuttal, determines the member did not commit the offense listed in the LOR, LOA or LOC.

1.9.2.3. Remove UIFs (officer only) upon receipt of an AF IMT 1058, or memorandum signed by the officer's wing commander (or equivalent), imposing or issuing authority, whichever is higher. Courts-martial and Article 15 documents may be removed early once the punishment is completed (see paragraph **1.9.5.**).

1.9.2.4. Remove UIFs (enlisted only) upon receipt of an IMT 1058, or memorandum signed by the wing commander (or equivalent) or the convening authority, whichever is higher. Courts-martial documents may be removed early once the punishment is completed (see paragraph **1.9.5.**).

1.9.2.5. All other UIF entries may be removed early regardless of how long the UIF was on file/in system by the wing commander (or equivalent) or issuing authority, whichever is higher for officers and by the unit commander for enlisted members.

1.9.2.6. The wing commander (or equivalent), imposing or issuing authority, whichever is higher, may direct removal of derogatory data from the OSR at any time; or the officer may appeal to have the derogatory data removed after one In the Promotion Zone (IPZ) or Above the Promotion Zone (APZ) consideration. (See AFI 36-2608, *Military Personnel Records System*). Removing an officer's UIF early does not remove the derogatory data (if filed) from the Officer Selection Record (OSR).

1.9.2.6.1. The MAJCOM/FOA Records Custodian removes the documents from the Officer Command Selection Record Group (OCSRGp) upon receipt of their copy of the approved early removal decision memorandum and destroys all related documents.

1.9.3. To remove the UIF or UIF documents prior to the final disposition date:

1.9.3.1. Destroy the UIF or UIF document and update the PDS (MilPDS access is required to remove an officer's UIF from PDS).

1.9.3.2. Sanitize the AF IMT 1137 by erasing/whiting out comments about the removed document.

1.9.3.3. Coordinate the updated AF IMT 1137 IAW **Table 2.3.** when other documents remain in the UIF.

1.9.4. Send a copy of the AF IMT 1058 to:

1.9.4.1. For active duty General officers, general officer selects, colonels and colonel selects to the AFS-LMO/PR, Crystal Plaza 6, Suite 500, 2221 S. Clark Street, Suite 5000, Arlington, VA 22202.

1.9.4.2. For active duty Chief Master Sergeants and Chief Master Sergeant selects to AFSLMO, 550 C. Street West, Suite 30, Randolph AFB TX 78150-4732.

1.9.4.3. For Reserve line IMA colonels and colonel selects to HQ USAF/RESOMO, 1500 Wilson Blvd, Suite 400, Rosslyn, VA 22209-2404.

1.9.4.4. For unit Reserve colonels and colonel selects to HQ AFRC/DPO, 155 Richard Ray Blvd, Robins AFB GA 31098-1635.

1.9.4.5. For AGR colonels and colonel selects to HQ USAF/REAMO, 1621 North Kent Street #260, Rosslyn, VA 22209.2131.

1.9.4.6. For Reserve general officers and general officer selects to HQ USAF/RESOMO, 1500 Wilson Blvd, Suite 400, Rosslyn, VA 22209-2404.

1.9.4.7. For all IMA's (officer and enlisted) forward one copy of the AF IMT 1058 to the MAJCOM/AF Element Program Manager and HQ ARPC/DPRFQ.

1.9.5. Commanders are prohibited from removing any documents or adjusting disposition dates for Article 15, or court-martial punishment, sentence, judgment, or action that is not complete. (For example: If an Article 15, punishment calls for 45 days extra duty, the Article 15, cannot be removed from an individual's UIF until the 45 days extra duty is performed.)

1.9.6. For IMA's, provide a copy of an adjusted AF IMT 1137 to the MAJCOM/AF Element Program Manager and HQ ARPC/DPRFQ.

1.10.1. See **Table 2.3.** for when and how to dispose of UIFs. Effective May 1998, unexpired UIFs are transferred between the active, ANG, and Reserve components on all personnel (officer and enlisted) separating or transferring between the active duty and Reserve components. This includes the transfer of unexpired UIFs within the Reserve components for officer and enlisted members.

1.10.3. If the individual is absent without leave (AWOL) or in deserter status before or on the UIF expiration date, the unit commander notifies the UIF monitor in writing of the individual's status. The notification letter serves as a source document for the PDS update. The UIF monitor retains the UIF and updates the UIF disposition date to "8 Aug 3888" (indefinite). Do not annotate the AF IMT 1137 (see **Table 2.3.**).

1.10.4. The UIF monitor maintains the UIF for members in dropped-from-rolls status. When the UIF expires, the monitor annotates the AF IMT 1137 to show the date the member entered dropped-from-rolls status, has it signed by the commander, and forwards it to the MPF, Personnel Employment Section. If returned to duty at a later date the unit commander advises the UIF monitor to destroy the UIF or establishes a new UIF disposition date. This date is no more than 3 months from the date the commander signs the UIF notice advising the UIF monitor of the member's change in status. If a document is added to the UIF before the end of the 3 months, the UIF disposition date is extended. If a document is not added, the UIF is destroyed at the end of the 3 months (see **Table 2.3.**).

**1.11. UIFs on General Officers and General Officer Selects.** AFSLMO and RESOMO function as the sole UIF monitor and repository and maintain the original UIF for the commander. Copies of general officer and general officer select UIFs will not be maintained at or by any organization other than AFS-LMO or HQ USAF/RESOMO for Reserve personnel (see paragraph 1.3.4.3. or 1.9.4. for mailing addresses). UIF information will not be updated in PDS for general officer or general officer selects.

2.2.1.1. The commander should periodically counsel personnel on the control roster about their improvement or failure to improve.

**2.3. Who Can Add or Remove Individuals to or from the Control Roster.** The following individuals have authority to add or remove any assigned or attached enlisted member to or from the control roster. The following individuals also have the authority to add any assigned or attached officers to the control roster. Remove control roster action on officers upon receipt of an AF IMT 1058, or memorandum signed by the officer's wing commander (or equivalent), or issuing authority, whichever is higher. This early removal option applies regardless of how long the action was on file/in system.

2.3.1. Commanders at all levels for members assigned or attached to their units. Commanders must be senior to the member.

2.3.2. The commander, vice commander, staff director and directors at Major Commands (MAJCOM), Field Operating Agencies (FOA), and Direct Reporting Units (DRU).

2.3.3. Chief of staff, deputy chiefs of staff, assistant chiefs of staff, other heads of staff agencies, and directors assigned to Headquarters, US Air Force.

2.3.4. Comparable officers within the Office of the Secretary of the Air Force, Office of the Joint Chiefs of Staff, and Office of the Secretary of Defense.

2.3.5. The Senior Air Force officer assigned to a joint command.

2.3.6. The Program Manager for Civil Air Patrol Reserve Assistance Program and the Admissions Liaison Officer Program.

2.4.1. Commanders use AF IMT 1058 to initiate control roster action. Individuals must acknowledge the action and have 3 duty days to submit a statement on their behalf before the AF IMT 1058 is finalized. The commander advises the individual of their final decision. Placement on the control roster is a mandatory UIF entry.

2.4.2. **DELETED.**

Table 2.1. UIF Establishment and PDS Update Procedures (Officer).

R U L E	A	B	C	D	E	F
	If the document is	Update Code (see <a href="#">Attachment 3</a> )	Disposition Dates are (see note 5)	Mandatory Filing		Received Documents From
				Yes	No	
1	Article 15, UCMJ	3	the date punishment or suspension is due to be completed (interim)	X (see note 1)		staff judge advocate.
	upon completion of punishment or suspension (expiration of code 3)	1	2 yrs from the date the commander signs items 4 of AF IMT 3070 (final)			
2	a record of conviction adjudged by court martial or any amended records (see note 5)	3	the date the punishment is due to be completed (not to exceed 4 yrs from date sentence was adjudged) (interim)	X (see note 1)		staff judge advocate.
	upon completion of punishment (expiration of code 3)	1	4 yrs from date the sentence was adjudged or PCS, transfer to another component, or separation plus 1 yr whichever is later (final) (see note 3)			

	A	B	C	D	E	F
R U L E	If the document is	Update Code (see Attach- ment 3)	Disposition Dates are (see note 5)	Mandatory Filing		Received Documents From
				Yes	No	
3	a record of conviction by a civilian court (foreign or domestic) or an action tantamount to a finding of guilty for an offense that carries a possible sentence of confinement for more than 1 yr, or death (see note 2)	1	4 yrs from the date the sentence was adjudged or PCS, transfer to another component, or separation plus 1 yr whichever is later (final)  (see note 3)	X (see note 1)		staff judge advocate.
4	a control roster action	2	6 months from the date the commander signs section V of AF IMT 1058 (interim)  (See note 4)	X		the commander.
	upon completion of control roster action (expiration of code 2)	1	1 yr from the date the commander signs section V of AF IMT 1058 (final)			
5	LOR	1	2 yrs from the date the commander signs section V of AF IMT 1058 (final)	X		the commander.
6	anything the commander refers for filing such as LOCs, LOAs, confirmed evidence of unlawful discrimination or sexual harassment or civilian convictions for an offense that carries a possible sentence of confinement for 1 year or less	1	1 yr from the date the commander signs section V of AF IMT 1058 (final)		X	the commander.

**NOTES:**

1. Also applies to Article 15 punishment imposed on an Air Force member of a joint command by a commander of a different service when processed in accordance with AFI 51-202.
2. The servicing SJA specifies in writing whether the action is mandatory or optional for file in the UIF. The determination accompanies the record of court action (conviction or judgment) or is written and signed on the record itself. If mandatory for file, the SJA sends the record and determination directly to the UIF monitor with a copy to the member's commander for action.
3. PCS plus 1 year is determined by adding 1 year to the individual's Date Arrive Station (DAS). If individual's UIF is due to expire prior to the individual departing PCS, extend the UIF (do not let it expire) for 1 year from RNLTD. The gaining UIF monitor makes appropriate PDS/PC-III adjustments when the individual's record is gained to file. For Reservists, extend the UIF (do not let it expire) for 1 year from the effective date change strength accountability [EDCSA], the date the Reservist changes assignment. For active duty officers that will separate or transfer to the USAFR do not let the UIF expire. Extend the disposition date to reflect 2 years or separation or transfer date plus one year, whichever is later.
4. HQ AFRC or HQ ARPC may establish longer observation periods, not to exceed 12 months, for Reserve personnel if deemed appropriate.
5. If the Article 15 punishment is a Letter of Reprimand only, then the update of UIF code 1 with a 2 year disposition date is appropriate.

Table 2.2. UIF Establishment and PDS Update Procedures (Enlisted).

R U L E	A	B	C	D	E	F
	If the document is	Update Code (see Attachment 3)	Disposition Dates are	Mandatory Filing		Received Documents From
				Yes	No	
1	a record of suspended punishment under Article 15, or unsuspended Article 15 punishment which is longer than 1 month (31 days or more)(see note 1)	3	the date punishment or suspension is due to be completed (interim)	X (see note 4)		staff judge advocate.
	upon completion (expiration of code 3) of punishment, suspension, or vacation	1	2 yrs from the date the commander signs item 4 of AF IMT 3070 (final)			
	upon mitigation and punishment is less than 1 month (30 days or less)	1	1 yr from the date the commander signs section 1 of AF IMT 3212 (final)			
2	a record of conviction adjudged by court martial or any amended records	3	the date punishment is due to be completed (not to exceed 2 yrs from date sentence was adjudged) (interim)	X (see note 4)		staff judge advocate.



R U L E	A	B	C	D	E	F
	If the document is	Update Code (see <a href="#">Attach- ment 3</a> )	Disposition Dates are	Mandatory Filing		Received Documents From
				Yes	No	
	upon completion of punishment (expiration of code 3)	1	2 yrs from date the sentence was adjudged (final)			
<b>3</b>	a record of conviction by a civilian court (foreign or domestic) or an action tantamount to a finding of guilty for an offense that carries a possible sentence of confinement for more than 1 yr, or death (see note 2 )	1	2 yrs from date the sentence was adjudged (final)	X (see note 4)		staff judge advocate.
<b>4</b>	a control roster action	2	6 months from the date the commander signs section V of AF IMT 1058 (interim) (see note 3)	X		commander.
	upon completion of control roster action (expiration of code 2)	1	1 yr from the date the commander signs section V of AF IMT 1058 (final)			

R U L E	A	B	C	D	E	F
	If the document is	Update Code (see Attachment 3)	Disposition Dates are	Mandatory Filing		Received Documents From
				Yes	No	
5	anything the commander refers for filing, such as LOCs, LOAs, LORs, confirmed evidence of unlawful discrimination or sexual harassment or civilian convictions for an offense that carries a possible sentence of confinement for 1 year or less	1	1 yr from the date the commander signs section V of AF IMT 1058 (final)		X	commander.
6	Article 15 punishment of less than 1 month (30 days or less) (see note 1) or unsuspended reduction in grade (a straight bust/demotion).		1 yr from the date the commander signs items 6-8 of the AF IMT 3070		X (see note 4)	commander.

**NOTES:**

1. Includes any suspended punishment. Longer than a month equals 31 days or more. Less than a month equals 30 days or less.
2. The servicing SJA specifies in writing whether the action is mandatory or optional for file in the UIF. The determination accompanies the record of court action (conviction or judgment) or is written and signed on the record itself. If mandatory for file, the SJA sends the record and determination directly to the UIF monitor with a copy to the member's commander for action.
3. HQ AFRC or HQ ARPC may establish longer observation periods, not to exceed 12 months, for Reserve personnel, if deemed appropriate.
4. Also applies to Article 15 punishment imposed on an Air Force member of a joint command by a commander of a different service when processed in accordance with AFI 51-202.

**3.1. Who Can Use Counseling, Admonitions, and Reprimands.** Commanders, supervisors, and other persons in authority can issue administrative counseling, admonitions, and reprimands. These actions are intended to improve, correct, and instruct subordinates who depart from standards of performance, conduct, bearing, and integrity, on or off duty, and whose actions degrade the individual and unit's mission. This includes issuing administrative counseling, admonitions, and reprimands to Reservists who commit an offense while in civilian status.

3.1.1. Raters must consider making comments on performance reports when the ratee receives any of these adverse actions

3.1.2. Written administrative counseling, admonitions, and reprimands are subject to the rules of access, protection, and disclosure outlined in The Privacy Act of 1974, System of Records, F035 AF MP L. The same rules apply to copies kept by supervisors and commanders and those filed in an individual's UIF or the unit's Personnel Information File (PIF).

**3.2. Records of Individual Counseling (RIC).** Counseling helps people use good judgment, assume responsibility, and face and solve problems. Counselors assist subordinates in developing skills, attitudes, and behaviors that are consistent with maintaining the Air Force's readiness.

3.2.2. AF IMT 174, **Record of Individual Counseling (RIC)**, records the counseling session. It provides a record of positive or negative counseling and is useful when completing performance evaluations. Documenting counseling sessions on bond paper or letterhead constitutes a Letter of Counseling (LOC) if you don't have access to an AF IMT 174.

3.2.3. Front line supervisors and first sergeants may recommend the commander file negative or unfavorable RICs or LOCs in the UIF. For officer personnel, if the LOC is not filed in the UIF, it must be filed in the individual's PIF.

3.4.1. For officer personnel only: If a person other than the unit commander issues a LOR, send it to the unit commander for acknowledgment and endorsement via AF IMT 1058 and establish/file in an UIF. Include the member's written acknowledgment and any documents submitted by the member.

3.4.2. The AF IMT 1058 does not need to be referred to the officer since the rebuttal opportunity is offered at the time the LOR is administered (see paragraph [3.5.1](#)). The AF IMT 1058 is used only to obtain the commander's acknowledgment of the action (for LORs administered by personnel other than the commander) and to refer the LOR for file in the UIF.

3.5.1.6. The person who initiates the RIC, LOC, LOA, or LOR has 3 duty days to advise the individual of their final decision regarding any comments submitted by the individual. For Non-EAD Reservists: the initiator has 30 calendar days from the date of receipt of the certified letter to reply to the member.

3.5.3. The person who initiates a LOA or LOR for a general officer or general officer select will forward the original document and attachments to AFSLMO or RESOMO for distribution to the commander. Mailing addresses are listed in paragraph [1.3.4.3](#) or [1.9.4](#).

ROGER A. BRADY, Lt Gen, USAF

DCS/Personnel

## Attachment 1

### GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

#### *References*

Public Law 93-579, *Privacy and Social Security Numbers*

System of Records Notice F035 AF MP L, *Unfavorable Information Files (UIF)*

Title 5, U.S.C., Section 552a, *Records Maintained on Individuals*

Title 10, U.S.C., Section 8013, *Secretary of the Air Force*

*Abbreviations and Acronyms*

<b>AFSLMO</b>	Air Force General Officer Matters Office
<b>AFPC</b>	Air Force Personnel Center
<b>AFR</b>	Air Force Reserve
<b>AFRC</b>	Air Force Reserve Command
<b>ARPC</b>	Air Reserve Personnel Center
<b>AWOL</b>	Absent without leave
<b>BSC</b>	Biomedical Sciences Corps
<b>CEMR</b>	Commander's enlisted management roster
<b>CJR</b>	Career Job Reservation
<b>COMR</b>	Commander's Officer Management Roster
<b>CRS</b>	Conditional reserve status
<b>DAS</b>	Date Arrive Station
<b>DEROS</b>	Date Eligible to Return from Overseas
<b>DC</b>	Dental Corps
<b>DPP</b>	Director of Personnel Programs
<b>DRU</b>	Direct Reporting Unit
<b>EDCSA</b>	Effective Date Change Strength Accountability
<b>EPR</b>	Enlisted performance report
<b>FPRG</b>	Field Personnel Record Group
<b>FOA</b>	Field operating agency
<b>GCMCA</b>	General Court Martial Convening Authority
<b>GSU</b>	Geographically separated unit
<b>HPSP</b>	Health Professionals Scholarship Program
<b>HQ USAF</b>	Headquarters United States Air Force
<b>IMA</b>	Individual Mobilization Augmentee
<b>LOA</b>	Letter of admonishment
<b>LOC</b>	Letter of Counseling
<b>LOR</b>	Letter of reprimand
<b>MC</b>	Medical Corps
<b>MilPDS</b>	Military Personnel Data System
<b>MPF</b>	Military Personnel Flight

<b>MSC</b>	Medical Service Corps
<b>NC</b>	Nurse Corps
<b>NON-EAD</b>	Non-extended active duty
<b>NSR</b>	Noncommissioned Officer Selection Record
<b>OPR</b>	Officer Performance Report
<b>OSR</b>	Officer Selection Record
<b>PC-III</b>	Personnel Concept III
<b>PCA</b>	Permanent change of assignment
<b>PCS</b>	Permanent change of station
<b>PDS</b>	Personnel data system
<b>PIF</b>	Personnel Information File
<b>PRP</b>	Personnel reliability program
<b>RegAF</b>	Regular Air Force
<b>ResAF</b>	Reserve of the Air Force
<b>RESOMO</b>	Reserve Senior Officer Management Office
<b>RIC</b>	Record of Individual Counseling, (AF Fm 174)
<b>RNLTD</b>	Report no later than date
<b>SAF/GC</b>	Secretary of the Air Force, Office of the General Counsel
<b>SART</b>	Substance Abuse Reorientation Treatment
<b>SJA</b>	Staff Judge Advocate
<b>SOUIF</b>	Senior Official Unfavorable Information File
<b>SPTC</b>	Specified Period of Time Contract
<b>TR</b>	Transaction register
<b>UCMJ</b>	Uniform Code of Military Justice

### **Attachment 3**

#### **Procedures for Updating the Personnel Data System (PDS)**

A3.1. The commander is responsible for the accuracy and validity of UIF data. The Base or Unit UIF monitor updates the following codes and disposition dates in the PDS when directed by the commander or SJA IAW [Table 2.1.](#) and [Table 2.2.](#):

A3.1.1. Code 1 - UIF only

A3.1.2. Code 2 - Control Roster and UIF

A3.1.3. Code 3 - Punishment, Article 15, or court-martial

A3.2. The PDS monitors the expiration and proper disposal of the UIF using the UIF disposition date. As documents are placed in or removed from the UIF, the UIF disposition date must be adjusted. The PDS identifies preliminary UIF actions by the interim disposition date, such as Article 15 or court-martial punishment, or placement on the control roster. Establish the final UIF disposition date when the interim period is over. For example: Article 15 punishment is for 2 months. The commander signs item 4 on the AF IMT 3070 on 26 Sep 04. The interim UIF code is 3 and the interim UIF disposition date is the date punishment will be completed or is suspended to. If no additional documents are added to the UIF prior to the expiration of the interim date, the code is adjusted from 3 to 1 and the final UIF disposition date is 25 Sep 06, one day less than the document's effective date plus the 2-year final retention duration. Then on 18 Sep 06 the individual receives a LOR and the commander completes the AF IMT 1058 on 25 Sep 06. Update the disposition date to 24 Sep 07.

**Notes:**

1. Interim Disposition Date: Do not subtract one day from the interim disposition date.
2. Final Disposition Date: Subtract one day from the date in item 4 of the AF IMT 3070 or section V of AF IMT 1058 to determine the final disposition date.
3. AF IMT 1058: If there is more than 14 days between the date the commander signed the AF IMT 1058 and the date of an LOR, annotate the discrepancy in an MFR and use the date of the LOR when determining the disposition date. File the MFR in the UIF with the AF IMT 1058.

A3.3. When the commander places a member on the control roster and the UIF also has an Article 15 action in it; the control roster (interim UIF code 2) takes precedence over the Article 15 (UIF code 3). If the Article 15 punishment is not complete when the control roster expires, update the interim UIF to code 3 and add an interim UIF disposition date for the remainder of the punishment period. Update the UIF code to 1 and adjust the UIF disposition date when punishment is complete.

**A3.4. DELETED.**

A3.5. A TR notice alerts the UIF monitor when an UIF is about to expire. If there is no new information to add to the UIF, allow the code and date to expire automatically and destroy the UIF (see [Table 2.3](#)). **For officers only:** If an officer has an UIF based on a record of conviction adjudged by court martial or any amended records or a record of conviction by a civilian court (foreign or domestic) or an action tantamount to a finding of guilty for an offense that carries a possible sentence of confinement for more than 1 yr, or death and receives an assignment prior to the UIF expiration date, do not allow the UIF to expire until it has been on file for 4 years or PCS plus 1-year, whichever is later. PCS plus 1 year is based on DAS at the new duty station. If an officer has an UIF and will separate or transfer to the USAFR prior to the UIF expiration date, do not allow the UIF to expire until it has been on file for 4 years or separation/transfer date plus one year, whichever is later.

A3.6. PDS will not be updated for general officer or general officer selects. The AFSLMO or RESOMO UIF monitor will establish a disposition date on an individual basis.

**A3.7. Step-by-Step Instructions for Removing an UIF**

A3.7.1. Officer UIFs can only be deleted via MilPDS, and should only be updated upon receipt of an AF IMT 1058 or memorandum from the Wing Commander/ equivalent, or issuing authority whichever is higher authorizing the deletion of the UIF. Never update without a source document. Enlisted UIFs can

be deleted using PC-III or MilPDS and should be updated upon receipt of an AF IMT 1058 from the unit commander or higher commander.

A3.7.1.1. In MilPDS, click Customer Support, Career Enhancements, Misc. Actions, then Officer Quality Force or Enlisted Quality Force.

A3.7.1.2. Once at the Officer or Enlisted Quality Force screen, hit the F7 key.

A3.7.1.3. Type in the member's SSAN with dashes.

A3.7.1.4. Hit the F8 key to execute the search.

A3.7.1.5. When the member's name/data comes up on screen, click on the Quality Info button.

A3.7.1.6. A long, rectangular "details" block will now appear on screen. (Don't open the "details" block) Just place your cursor in the small, narrow "box" on the left side of the details block.

A3.7.1.7. Click the Delete Record icon (red "X" icon at the top (middle) of your screen).

A3.7.1.8. MilPDS will ask if you really want to do this. Click on "yes", to delete the UIF. The UIF data in the details block will disappear.

A3.7.1.9. Click the "save" icon ("yellow disk" icon at the top (left) of your screen). This action will delete the UIF data, and save the removal transaction. If you fail to take this step, the update won't save.