

**DEPARTMENT OF THE AIR FORCE
DETACHMENT 025
ARIZONA STATE UNIVERSITY**



Annex O- Cadet Counseling



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22 November 2020

MEMORANDUM FOR THE 25TH CADET WING

FROM: CADET COLONEL STEPHEN C. EPP

SUBJECT: Annex O-Cadet Counseling

The purpose of this Annex is to provide guidance on the use of the Cadet Wing counseling system, that will emulate the system utilized in the Operational Air Force. Proper use of this system will provide cadets with honest and balanced criticism to ensure that each cadet is contributing to the team's effort of accomplishing the mission of efficient and effective cadet training in preparation for the Operational Air Force. The objective of the Detachment is to provide cadets with a simulated environment that allows them to attempt different leadership approaches and mindsets; to receive experience with balancing personal and mission-oriented goals; and contribute to the development of their peers within a low-threat environment. Guidance from AFI 36-2907 *Unfavorable Information File Program* will be used during review of all counselings.

1. The use of Personnel Information Folders (PIFs) for each cadet will be utilized to contain all records of the Cadet's performance throughout the semester, positive or negative. The control and organization of these files will be the responsibility of the Cadet Wing Standards and Evaluation Officer (CW/SEO). Consent to review these files must be provided by the aforementioned cadet officer prior to the question of the file information.
2. Progressive discipline is a system that allows for personnel concerns to be contained at the lowest level possible. As stated within the AFI 36-2907, "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." Therefore, adherence to a similar system will be used to counsel all cadets within the Wing and reviewed by Wing Leadership to ensure that all aspects of the former statement are taken into consideration for each counseling.
3. Below describes the outline of progressive discipline that will be used for counseling purposes (Referenced from AFI 36-2907):
 - a. Verbal Counseling: This is the use of a verbal warning to the Cadet to inform them of their discrepancy. Documentation of this counseling is encouraged in the format of a Memorandum

for Record (MFR) and given to the CW/VC to be placed in the Cadet's PIF. Counselor signature is not required for filing.

b. Record of Individual Counseling (RIC). The AF Form 174, Record of Individual Counseling, is used either to record a verbal counseling session or as written counseling. It is used to document a record of positive or negative counseling and is useful when completing performance evaluations. It is the least severe form of written administrative actions.

c. Letter of Counseling (LOC): This is the next level of discipline that shows, and official counseling has been conducted. Use of the LOC/LOR template (found on the Cadet Link under Official Publications) must be used before accepted for review by the CW/VC. Signatures from both the counselor and counselee must be accomplished unless the counselee refuses to sign. In which case, the refusal of a signature will forfeit rights of a documented rebuttal and will be taken into consideration when reviewed.

d. Letter of Admonishment (LOA). Administrative censure for violation of standards which is more severe than a RIC and LOC. It could be used to document a first offense or address behaviors not corrected through counseling. Do not use it when a reprimand is more appropriate. For officers, if not filed in the UIF, an LOA must be filed in the individual's PIF.

e. Letter of Reprimand (LOR): This form of counseling carries the most weight within the Detachment and can only be administered by a POC of C/Major or higher. Use of the LOC/LOR template must be used before accepted for review by the CW/CVC. Signatures from both the counselor and counselee must be accomplished unless the counselee refuses to sign. In which case, the refusal of a signature will forfeit the rights of a documented rebuttal and will be taken into consideration when reviewed by Cadre. Administration of a LOR will require CW/CVW to notify Cadre of the administrative action.

4. The proper level of counseling is at the discretion of the counselor but must follow the path of progressive discipline before higher levels of counseling can be accomplished. Therefore, a Cadet can receive multiple LOCs for the same offense if the counselor or Inspector General do not agree for a higher level of discipline. However, multiple counselings of different offenses may hold grounds for higher levels of discipline.

5. Every Cadet that receives any form of counseling is granted the right to submit a Rebuttal. The required format of this Rebuttal is an MFR that must accompany the original written counseling when submitted to the CW/VC. Rebuttals to a verbal counseling will be filed as a standard MFR and taken into consideration when his/her/their PIF is reviewed.

6. Counseled Cadets have three duty days after the date of the signed counseling to construct his/her/their Rebuttal. The Rebuttal MFR must accompany the initial counseling MFR as an attachment and the counseled cadet must not have selected to waive their right to respond in order for the Rebuttal MFR to be filed with the written counseling for consideration.

//Signed/sce/AFROTC/22 Nov 2020//
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25th Wing Commander, Det 025