



DEPARTMENT OF THE AIR FORCE
AIR EDUCATION AND TRAINING COMMAND



JUL 13 2017

MEMORANDUM FOR AFIT/ENS

ATTENTION: MR. KENNETH L. SCHULTZ

FROM: AFIT/EN

SUBJECT: Decision to Suspend

1. By letter dated 23 May 2017, you were notified that it was proposed to suspend you from duty without pay for two (2) calendar days for your inappropriate conduct on 10 January 2017. On 28 May 2017, you requested an extension of 21 calendar days in which to respond, I granted you an extension until 23 June 2017 to respond.
2. I have given full and careful consideration to all of the information relating to this matter, including your written reply of 21 June 2017. No oral reply was received. I find the reason as stated in paragraph 1 of the Notice of Proposed Suspension you received on 23 May 2017, and the details in paragraph 2 of that letter, are fully supported and sustained by the evidence warrant this action to promote the efficiency of the service. Accordingly, it is my decision that you be suspended from duty without pay for 2 calendar days from 18 July 2017 through 19 July 2017. You will return to duty on 20 July 2017 at 0800 on your regularly assigned shift. This action is being taken in accordance with the provisions of AFI 36-704, *Discipline and Adverse Actions*.
3. You are urged to give serious thought to this suspension, as future offenses on your part may subject you to more severe disciplinary action, up to and including removal.
4. If you consider this action to be improper, you may file a grievance in accordance with the Wright-Patterson AFB Civilian Personnel Administrative Grievance System. A formal grievance may be filed immediately, but no later than 15 calendar days after the effective date of this action. A grievance must be in writing and signed by you. It must contain sufficient details to identify and clarify the basis for the grievance and must specify the relief sought, which must be personal to you. If you have a representative, his/her name, address, and telephone number must be included. Your grievance should be addressed to the Organizational Commander or equivalent Two-Letter Chief, Attention: Civilian Personnel Office.
5. If you wish to review AFI 36-704 or obtain regulatory/procedural advice and assistance from the Civilian Personnel Office, you may contact our servicing Human Resources Specialist (Employee Relations), Ms. Stephanie L. Lee, Labor and Employee Management Relations Element, 88 FSS/FSMCZB, Area A, Building 2, extension 904-3413.

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